

## **Employee Code of Conduct - Part 1**

### **1. Professional Behavior**

Employees are expected to treat colleagues, clients, and partners with respect.

Discrimination or harassment based on race, gender, religion, or age will not be tolerated.

### **2. Conflict of Interest**

Employees must not engage in outside business activities that compete with the Company.

## **Employee Code of Conduct - Part 2**

### **3. Dress Code**

Business casual is the standard attire. For client-facing meetings, formal business attire is required.

### **4. Confidentiality**

Disclosing company trade secrets or client data to unauthorized third parties is grounds for immediate termination.