

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.