

Employee Code of Conduct Policy

1. Objective

The Employee Code of Conduct (“Code”) sets out expected behavior, ethical standards, and professional responsibilities to ensure a safe, respectful, and high-performing workplace. It reflects the organization’s values and legal obligations.

2. Scope

This Code applies to all employees, contractors, interns, and consultants of the Company, irrespective of location or position.

3. Guiding Principles

Employees must:

- Act with integrity, honesty, and accountability.
- Demonstrate respect, inclusiveness, and fairness in all interactions.
- Maintain professionalism in all work-related communications.
- Comply with laws, policies, and internal regulations.

4. General Conduct

- Abide by working hours and attendance expectations.
- Be punctual and reliable in meeting deadlines and attending meetings.
- Avoid disruptive behavior such as gossip, aggression, or insubordination.
- Refrain from using Company resources for personal gain.

5. Respect in the Workplace

1. Treat colleagues, clients, vendors, and visitors with dignity.
2. Discrimination based on gender, race, religion, disability, sexual orientation, or age is strictly prohibited.
3. Harassment, bullying, and verbal abuse are unacceptable and will lead to disciplinary action.
4. Maintain confidentiality of personal information shared by peers.

6. Conflict of Interest

- Avoid situations where personal interest may conflict with the Company’s interest.

- Examples include:
 - Working for or consulting with a competitor.
 - Accepting gifts or favors that may influence decision-making.
 - Using confidential Company information for personal benefit.
- Disclose potential conflicts to HR or your manager.

7. Use of Company Property

- Use laptops, software, emails, and internet responsibly.
- Do not install unauthorized software or disable security features.
- Physical property such as ID badges, phones, or access cards must be returned upon exit.
- Any damage or loss must be reported within 24 hours.

8. Substance Abuse & Alcohol

- Possession, distribution, or use of illegal drugs on Company premises is prohibited.
- Alcohol consumption is not permitted during work hours or on Company property, except at approved events.
- Employees under medication that may affect work performance should notify HR.

9. Confidentiality & Data Privacy

- Protect proprietary, personal, and confidential information at all times.
- Do not share internal documents, customer data, or financial records without authorization.
- Sign the **Non-Disclosure Agreement (NDA)** prior to or on the date of joining.
- Report any suspected data breach immediately to IT Security.

10. Social Media & Public Representation

- Do not speak on behalf of the Company unless authorized by Corporate Communications.
- Maintain professional decorum online when identifying as a Company employee.
- Avoid posting derogatory comments about coworkers, clients, or Company policies.
- Participation in political activities must be in a personal capacity.

11. Attendance, Dress Code & Remote Work Etiquette

- Follow shift timings, leave policies, and maintain accurate attendance logs.
- Adhere to Company Dress Code: formal/business-casual attire in-office or camera-on meetings.
- Maintain a professional environment when working remotely.

12. Ethical Conduct in Business Operations

- Reject bribery, kickbacks, and unethical inducements.
- Practice fair dealing with clients and vendors.
- Report fraudulent behavior, financial misconduct, or suspicious transactions.

13. Reporting Misconduct

- Report any violation of this Code to:
 1. Your Manager
 2. HR Department
 3. Anonymous Whistleblower Portal (if available)
- Retaliation against complainants or witnesses is prohibited.
- Investigations will be conducted with discretion and fairness.

14. Disciplinary Measures

Violations may lead to:

- Verbal or written warnings
- Suspension
- Demotion or transfer
- Termination of employment
- Legal action in case of criminal conduct

15. Acknowledgment & Commitment

All employees must acknowledge receipt of this Code, commit to its principles, and reaffirm compliance annually. A signed acknowledgment form will be stored in the employee's record.

16. Policy Governance

The HR and Legal departments are responsible for periodic review and updates of the Code. Major changes require Executive Committee approval and will be communicated via official channels.

17. Training

Employees will undergo:

- Mandatory onboarding orientation on this Code.
- Annual Code of Conduct certification via the Learning Management System (LMS).
- Refresher modules following any major update.

18. Related Policies

- Anti-Harassment & Anti-Discrimination Policy
- Disciplinary Action Policy
- IT & Data Security Policy
- Leave & Attendance Policy
- Remote Work Policy

19. Document Control

- Version: 1.2
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- Owner: HR Compliance Team

End of Employee Code of Conduct Policy Document