

# udai.io — Employee Code of Conduct

Version: 1.0 | Effective Date: 2025-09-19 | Owner: People & Operations

## 1. Purpose

This Code of Conduct sets expectations for professional behavior at udai.io to ensure a respectful, safe, and ethical workplace for employees, contractors, and partners.

## 2. Scope

Applies to all udai.io personnel and third parties acting on udai.io's behalf, across all locations (on-site, remote, hybrid) and communication channels (email, chat, social media).

## 3. Core Principles

- Respect and inclusion: Treat everyone with dignity. No harassment, bullying, discrimination, or retaliation.
- Integrity: Avoid conflicts of interest; disclose potential conflicts promptly.
- Confidentiality: Protect udai.io and customer information.
- Compliance: Follow laws, contracts, and policies.
- Professionalism: Communicate clearly and courteously, online and offline.

## 4. Conflicts of Interest & Gifts

Employees must not allow personal interests to interfere with business decisions. Gifts and hospitality must be modest, lawful, and must never influence or appear to influence decisions. Disclose anything over a nominal value to your manager and Compliance.

## 5. Anti-Harassment & Workplace Safety

udai.io prohibits harassment of any kind, including sexual harassment and intimidation. Report concerns immediately to HR. Violence, threats, and possession of weapons on company premises or while conducting company business are strictly prohibited.

## 6. Social Media & Public Communications

Only authorized spokespersons may speak on behalf of udai.io. When using personal accounts, make it clear your views are your own and never disclose confidential information.

## 7. Reporting Concerns

Report suspected violations to your manager, HR, or through the confidential reporting channel. Retaliation against good-faith reports is prohibited.

## 8. Enforcement

Violations may result in corrective action up to and including termination. Severe or unlawful behavior may be reported to authorities.

## **9. Related Policies**

Information Security & Acceptable Use; Data Privacy & Confidentiality; Remote Work & BYOD; Leave, Time Off & Working Hours.

## **10. Revision History**

Version 1.0 — Initial publication.