

Introduction

Our company is dedicated to fostering a workplace built on trust, respect, and integrity. This Code of Conduct provides a comprehensive guide for expected employee behavior and ethical standards.

Workplace Behavior

Employees must treat everyone with dignity and respect. Harassment, discrimination, or bullying in any form is unacceptable. We promote a culture of diversity, inclusion, and mutual support.

Confidentiality and Data Protection

All employees are responsible for protecting sensitive company and customer information. Unauthorized sharing of confidential data violates company policy and legal regulations including GDPR.

Conflict of Interest

Employees should avoid any activities that conflict with the interests of the company. Any potential conflicts must be disclosed immediately to management.

Use of Company Resources

Company property, including IT equipment and communication tools, should be used responsibly and primarily for business purposes.

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Health and Safety

Employees are expected to comply with all safety guidelines to ensure a safe work environment.

Dress Code

- **Monday to Thursday:** Business casual attire is required. Employees should wear collared shirts, blouses, slacks, skirts, or dresses. Jeans and sneakers are generally not permitted.
- **Friday:** Casual dress day. Employees may wear polo shirts, casual blouses, jeans without rips or holes, and comfortable shoes. Branded T-shirts are encouraged.
- **Summer Months (June to August):** Lighter clothing such as short-sleeved shirts or dresses is allowed, while maintaining professionalism.
- **Special Dress Days:** The company may designate days like “Team Spirit Day” for themed or branded apparel.
- Clothing must always be clean, neat, and appropriate for an office setting.

Remote Work and Office Attendance Policy

- Employees are expected to work **onsite at the office on Tuesdays and Thursdays**, which are designated for meetings and collaboration.
- Employees may work **remotely on Mondays, Wednesdays, and Fridays**, remaining accessible during core hours (9 AM to 5 PM).
- Flexible scheduling is available with managerial approval.
- Work locations must be logged daily via the company time tracking system.

Disciplinary Actions

Non-compliance with these policies can result in disciplinary measures ranging from warnings to termination.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.