**Employee Code of Conduct & Workplace Ethics Policy**

**1. Purpose**

The purpose of this policy is to establish a framework for professional behavior, ethical conduct, and workplace integrity. It promotes a safe, respectful, and productive work environment while safeguarding the company’s reputation, assets, and legal compliance.

**2. Scope**

This policy applies to all employees, contractors, interns, consultants, and third-party vendors associated with the company. It governs workplace conduct, business dealings, interactions with colleagues and clients, and adherence to company standards.

**3. Core Principles**

**3.1 Integrity & Honesty**

* Employees must act truthfully and transparently in all work-related communications.
* Avoid misrepresentation of information, falsifying reports, or misleading colleagues, clients, or management.

**3.2 Respect & Inclusion**

* Treat all individuals fairly regardless of gender, race, ethnicity, religion, or role.
* Maintain professionalism in communication and collaboration.
* Promote inclusion through active participation, feedback, and support of diverse colleagues.

**3.3 Confidentiality**

* Protect company, client, and employee confidential information.
* Share sensitive data only with authorized personnel and via secure channels.

**3.4 Accountability**

* Own decisions, actions, and outcomes.
* Accept responsibility for mistakes and take corrective action proactively.

**3.5 Compliance**

* Follow all applicable laws, regulations, and internal policies.
* Remain informed of updates to company policies and participate in mandatory training sessions.

**4. Workplace Behavior**

**4.1 Professional Conduct**

* Avoid harassment, bullying, or any behavior that creates a hostile work environment.
* Maintain professionalism in office, virtual meetings, and emails.

**4.2 Conflict of Interest**

* Employees must disclose potential conflicts (financial, relational, or external engagements) to management.
* Avoid participating in decisions where personal interests may compromise objectivity.

**4.3 Social Media & External Communications**

* Employees representing the company online must follow communication guidelines.
* Avoid sharing confidential information on social media or public platforms.

**4.4 RTO & Remote Work Conduct**

* Adhere to Return to Office (RTO) schedules unless exceptions are approved by HR.
* Maintain professional behavior during video conferences and remote work.
* Ensure workspace privacy and confidentiality during virtual meetings.

**5. HR-Related Responsibilities**

**5.1 Attendance & Punctuality**

* Comply with scheduled office hours, RTO days, and reporting requirements.
* Notify managers of delays or absence following company procedures.

**5.2 Leave Management**

* Submit leave requests through HR portals in advance where possible.
* Abide by leave accrual and carryover policies.

**5.3 Employee Feedback**

* Provide constructive feedback in surveys, town halls, and performance reviews.
* Escalate grievances or concerns to HR using formal channels.

**6. Reporting and Whistleblowing**

**6.1 Reporting Misconduct**

* Employees must report unethical behavior, policy violations, or legal breaches to HR or Compliance Officer.
* Reports can be submitted confidentially.

**6.2 Whistleblower Protection**

* The company prohibits retaliation against whistleblowers.
* Protection includes job security, confidentiality, and support during investigations.

**6.3 Investigation Process**

* HR or Compliance investigates reported incidents objectively.
* Documentation, interviews, and evidence collection are conducted thoroughly.
* Findings determine corrective action, up to termination for serious violations.

**7. Disciplinary Procedures**

**7.1 Minor Violations**

* First-time minor infractions may receive verbal or written warnings.
* Examples: minor lateness, temporary non-compliance with RTO schedules.

**7.2 Major Violations**

* Repeated offenses or serious misconduct may result in suspension or termination.
* Examples: harassment, fraud, breach of confidential information, or gross negligence.

**7.3 Escalation Matrix**

* Step 1: Reporting to immediate manager
* Step 2: HR investigation and discussion
* Step 3: Compliance Officer review
* Step 4: Final disciplinary decision by senior management

**8. Practical Examples & Case Studies**

**Example 1:**  
An employee accidentally shares a confidential client email with an unauthorized person. The incident is reported, HR investigates, and a training session on data handling is conducted, with a written warning issued.

**Example 2:**  
Two employees have a disagreement affecting team performance. HR mediates a session, outlines acceptable communication, and monitors behavior. Repeated violations lead to formal disciplinary action.

**Example 3:**  
An employee consistently arrives late. After a first verbal warning and counseling, further lateness leads to a written warning.

**9. FAQs**

**Q1:** Can I report an incident anonymously?  
**A:** Yes, the company provides confidential channels for anonymous reporting.

**Q2:** What happens if someone violates the social media policy?  
**A:** HR investigates; actions range from counseling to termination depending on severity.

**Q3:** Are remote work interactions subject to the same conduct rules?  
**A:** Yes, professionalism, confidentiality, and RTO obligations apply during remote work.

**Q4:** Who can I contact if I feel uncomfortable with a manager’s behavior?  
**A:** Report directly to HR or the Compliance Officer using confidential channels.