

## **Code of Conduct Policy**

### **1. Professional Behavior**

Employees must maintain respectful and ethical conduct.

### **2. Workplace Rules**

- No harassment or discrimination.
- Maintain honesty and integrity.
- Protect company property.

### **3. Confidentiality**

- No unauthorized sharing of internal data.
- Protect client information.

### **4. Disciplinary Action**

- Verbal warning
- Written warning
- Suspension
- Termination