Contoso — Code of Conduct

Applies to all employees, contractors, and interns.

Our principles

• **Integrity**: be honest, accurate, and transparent.

• **Respect**: treat people with dignity and listen well.

• **Security**: protect systems and data like they belong to you.

• **Accountability**: own mistakes and fix them.

Conflicts of interest

• Avoid situations where personal interests could compromise your judgment.

• Disclose outside employment or financial interests that relate to your role.

• Do not accept gifts that could be perceived as influencing decisions.

Speaking up

• Report concerns promptly. Retaliation is prohibited.

• If you're unsure, ask HR or your manager before acting.

Data and records

• Create accurate records. Do not falsify timesheets, expenses, or reports.

• Follow retention rules for documents and communications.