

Employment Ethics Policy

The Employment Ethics Policy of '[Name of the Company](#)' is aimed at developing a friendly and growing culture in the company, along with loyalty and transparency amongst the employees of the company.

The policy will develop a healthy and safe culture for the company that will better the reputation of the company and ensure that the teams are more focused on achieving customer satisfaction rather than dealing with corporate problems.

Purpose

The employee ethics policy outlines the conduct of behavior of every employee working for '[Name of the Company](#)'.

It determines the nature of the working environment that '[Name of the Company](#)' outlines and follows.

The policy's purpose is to create a healthy and growing culture where employees help each other make the business flourish.

Scope

This policy's scope expands to every employee working with '[Name of the Company](#)', nonetheless the positions and departments of them.

Procedure

[Name of the Company](#)' will regularly take feedbacks to listen to their employees' needs and help them in any possible way.

The company will conduct surveys to evaluate the effect of ethics policy and develop changes whenever needed.

Employee Responsibilities

The company strives to provide employees a healthy working environment that will enhance their professional career and also trust their employees to maintain and increase the productivity of the company. Based on this and under the policy, the company always desires some positive and promising attitudes from its employees, which are detailed below;

1. Social Media

[Name of the Company](#)' trust their employees for sharing recommendations and other related communication on the social media for the company. As an employee of the '[Name of the Company](#)', you must not disclose any financial information, business information, spread wrong rumors, or posting illegal content related to the company anywhere on the internet.

2. Transparency

The company believes that every problem of the employees must be heard and resolved immediately. Hence the company always requests its employees to bring up any issues or suggestions to the authority.

3. Health and Safety

'[Name of the Company](#)' believes that employees are their most valuable asset and maintain that we always care about their health and security. As an employer, the company promises not to burden the employees that could risk the mental or physical health of the employee in any situation.

4. Discrimination and Harassment

The Company knows the dignity of their employees and thus take immediate actions towards any practice of discrimination and harassment.

5. Open and honest communication

Communication is essential for any business, and the company always wishes fluent and honest communication amongst its staff. Open and honest communication will promote significant business development.

Employer Responsibilities

Along with employees' responsibilities, '[Name of the Company](#)' also strives to follow their part of employment ethics to develop a relationship of trust among its employee. The following are the responsibilities that we take care of;

- To trust every employee as equal
- To demote favoritism and favors taken from the employee for other's benefits
- Conduct regular training and counseling programs whenever the employee needs
- Not to pressurize employee to work overtime
- To pay employees according to their work and time inputs
- No promotion to politics that divides employees
- No discrimination based on caste, color, etc
- To hear about the issues faced by employees and take immediate actions on them
- Seek for employees' mental and physical health
- Provide every benefit to employees of which they are worthy
- To provide equal opportunity to every employee



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The banner features a blue background with white and yellow text. On the right side, there are several icons: a calendar with an 'x', a clock, a stack of books, a desk lamp, a computer monitor displaying a document, and a white mug.