

Company Code of Conduct Handbook

1. Purpose

Our Code of Conduct sets out the principles and standards of behavior expected from all employees, contractors, and representatives. It helps ensure a positive, safe, and ethical work environment.

2. Scope

This handbook applies to all employees, officers, directors, and anyone acting on behalf of the company.

3. Core Values

- Integrity
- Respect
- Accountability
- Excellence
- Collaboration

4. Workplace Behavior

- Treat all colleagues, clients, and partners with respect and professionalism.
- Foster an inclusive and harassment-free workplace.
- Do not discriminate based on race, gender, religion, age, disability, or any other status protected by law.

5. Ethical Business Conduct

- Comply with all applicable laws and regulations.
- Avoid conflicts of interest and disclose any potential conflicts promptly.
- Do not offer or accept bribes, kickbacks, or other improper gifts.
- Protect confidential information and respect privacy.

6. Health and Safety

- Follow all health and safety guidelines.
- Report unsafe conditions or incidents immediately.
- Promote a safe and healthy work environment for all.

7. Use of Company Assets

- Use company resources responsibly and for business purposes only.
- Safeguard all equipment, systems, and data from loss or misuse.

8. Reporting Violations

- Report concerns or breaches of the Code through designated channels.

- No retaliation will be tolerated against those who report in good faith.

9. Acknowledgment

All employees are expected to read, understand, and comply with this Code of Conduct.

Important Notes:

- This document serves as guidance; legal requirements may apply.
- Regular review and updates are recommended to maintain relevance.
- All employees should acknowledge their understanding of the handbook.
- Consult HR or legal advisors for clarification or when in doubt.