

Employee Conduct and Compliance Guide

This guide outlines the expected behavioral standards and compliance regulations all employees must follow to foster a respectful, safe, and lawful workplace.

1. Professional Conduct

- Display respect and courtesy towards colleagues, clients, and visitors at all times.
- Communicate honestly and constructively.
- Uphold integrity in all work-related activities.
- Dress appropriately according to workplace guidelines.

2. Compliance with Laws and Policies

- Adhere to all company policies and local, state, and federal laws.
- Comply with health and safety regulations within the workplace.
- Report suspected or actual breaches of law or policy immediately to management.

3. Confidentiality

- Protect confidential company and client information at all times.
- Avoid discussing sensitive information in public areas or with unauthorized individuals.

4. Use of Company Resources

- Use company property, technology, and resources solely for authorized business activities.
- Avoid misuse of internet, email, and other communication channels.

5. Anti-Discrimination and Harassment

- Support an inclusive work environment, free of discrimination and harassment of any kind.
- Report any inappropriate behavior or concerns promptly to your supervisor or HR.

6. Conflict of Interest

- Disclose any personal or financial interests that may conflict with your official duties.
- Avoid any activities or relationships that may compromise impartial judgment.

7. Disciplinary Action

- Violation of these guidelines may result in disciplinary measures up to and including termination of employment.

Important Notes:

- This guide is not exhaustive; all employees are expected to use good judgment in every situation.
- Policies may be revised; employees will be informed of significant changes.
- If uncertain about any policy, seek clarification from Human Resources.
- Adhering to these guidelines helps protect both employees and the organization.