

Code of Conduct

Professional Behavior

- Treat all colleagues with respect and dignity
- Maintain professional communication
- Be punctual for meetings and deadlines
- Dress appropriately for the workplace

Workplace Ethics

- Zero tolerance for harassment or discrimination
- Report unethical behavior to HR
- Maintain confidentiality of company information
- Avoid conflicts of interest

Communication Guidelines

- Use appropriate language
- Respond to emails within 24 hours
- Keep meetings productive and focused
- Use official channels for work communication

Data Protection

- Follow data privacy guidelines
- Protect sensitive information
- Use strong passwords
- Report security incidents immediately

Social Media

- Do not share confidential information
- Represent company values online
- Clearly state personal views are not company views
- Follow social media guidelines

Conflict Resolution

1. Direct discussion with involved parties
2. Manager mediation if needed
3. HR involvement for serious issues
4. Documentation of all formal complaints

Consequences

- Verbal warning for minor infractions
- Written warning for repeated issues
- Suspension for serious violations
- Termination for major breaches