

Internal Code of Conduct Policy

1. Purpose

The purpose of this Internal Code of Conduct Policy is to establish a set of guidelines and principles that all employees must adhere to in order to maintain a professional, respectful, and ethical work environment. This policy aims to promote a culture of integrity, accountability, and mutual respect among all employees.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as interns and volunteers.

3. Core Principles

- a. **Professionalism:** Employees are expected to conduct themselves in a professional manner at all times, both in their interactions with colleagues and in their representation of the organization.

- b. **Respect:** Employees must treat all individuals with dignity and respect, regardless of their position, background, or beliefs. Discrimination, harassment, and bullying are strictly prohibited.

- c. **Integrity:** Employees must act with honesty and integrity in all aspects of their work, including decision-making, communication, and the handling of confidential information.

- d. **Compliance:** Employees must comply with all applicable laws, regulations, and company policies, including those related to health and safety, data protection, and anti-corruption.

4. Reporting Violations

Employees are encouraged to report any suspected violations of this policy to their supervisor, Human Resources, or through the company's anonymous reporting mechanism. All reports will be treated confidentially and investigated promptly. Retaliation against employees who report violations in good faith is strictly prohibited.

5. Consequences of Non-Compliance

Failure to comply with this Internal Code of Conduct Policy may result in disciplinary action, up to and including termination of employment. The severity of the disciplinary action will depend on the nature and severity of the violation.

6. Policy Review

This policy will be reviewed periodically to ensure its continued effectiveness and alignment with the organization's values and objectives. Employees will be notified of any updates or changes to the policy.

7. Acknowledgment

All employees are required to read, understand, and acknowledge their commitment to comply with this Internal Code of Conduct Policy.