

Generic Code of Conduct and Ethics Template

Our employee code of ethics and business conduct outlines our expectations regarding the behavior of our employees towards other members, customers, stakeholders, and society.

Our company stands for the core values of synergy, honesty, and integrity. As such, we expect all organization members to be directed by the same values in their judgment and behavior.

Open communication and expression should be guided by the desire for a respectful, safe, and collaborative working environment.

Scope

This policy applies to all organizational members regardless of rank or employment type.

Compliance with law

Employees must work to protect the company and its legal interests by complying with all environmental, trading, safety, and privacy laws.

Safety in the working environment

All employees should respect their colleagues, supervisors, and customers. Any discriminatory behavior or harassment will not be tolerated.

Professionalism

Employees must show integrity and professionalism in every aspect of conduct, including matters involving absenteeism, tardiness, and dress code compliance. Personal appearance should project the company's commitment to professionalism.

Integrity

All employees should fulfill their work with integrity and respect toward our stakeholders. Members are discouraged from accepting gifts from clients, or partners for the benefit of another party. We are all expected to avoid any personal, financial or other interests that may interfere with the quality of work.

Care for the physical environment

Employees should treat company property and their physical environment with respect and care.

Disciplinary Actions

Employees who repeatedly or deliberately fail to follow our code of conduct will meet an appropriate disciplinary action.

Following a clear warning, employees who persistently show indecorous behavior may face demotion, reprimand, detraction of benefits, suspension, or termination.

Legal actions may be taken in cases of theft, embezzlement, corruption, and other unlawful actions.

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