

## **1. Introduction**

These terms outline the rules and guidelines for all employees regarding the use of company resources, adherence to policies, and professional conduct. By acknowledging this document, you confirm your understanding and agreement to comply.

## **2. Code of Conduct**

- Employees must act with integrity, professionalism, and respect towards colleagues, clients, and partners.
- Discrimination, harassment, or any form of misconduct is strictly prohibited.
- All employees are expected to follow instructions from their supervisors and management.

## **3. Use of Company Resources**

- Company assets, including computers, software, email, and internet, are to be used for official purposes only.
- Confidential information must not be shared externally without proper authorization.
- Employees should take reasonable care to protect company property and data.

## **4. Data Protection & Privacy**

- Employees must handle personal and company data responsibly, in line with applicable laws and the company's Data Protection Policy.
- Any breach or accidental disclosure must be reported immediately to management.

## **5. Attendance & Leave**

- Employees must adhere to their scheduled work hours and follow the company leave policies.
- Unauthorized absence or misuse of leave privileges may result in disciplinary action.

## **6. Health & Safety**

- Employees must comply with all health and safety regulations.
- Unsafe practices or incidents must be reported immediately.

## **7. Confidentiality**

- Employees must maintain the confidentiality of proprietary, financial, and operational information both during and after employment.

## **8. Compliance with Laws**

- Employees must adhere to all local, national, and international laws relevant to their work.
- Any illegal or unethical behavior will be subject to disciplinary action, including termination.

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