



Company Policy Handbook

Code of Conduct

1. Workplace Ethics

1.1 Employees are expected to exhibit a high level of respect towards their colleagues at all times.

1.2 Personal comments or jokes directed at individuals are not permitted. Shouting and quarrelling within the office premises will lead to strict disciplinary action.

1.3 Discrimination based on race, gender, color, religion, or any other protected characteristic is strictly prohibited and will not be tolerated under any circumstances. Any individual found engaging in racist behavior or discriminatory actions will face immediate termination, effective the same day the incident is witnessed.

1.4 Each employee holds the responsibility to maintain and take care of their assigned assets, such as laptops and other equipment.

1.5 It is essential for employees to adhere to the regular punch-in and punch-out protocols to ensure accurate timekeeping and accountability.

1.6 Employees must leave their bags in their respectively assigned lockers outside the office.

1.7 Employees must ensure that all the company assets, including laptops, chargers, etc. are properly shut down and plugged out before leaving the premises.

1.8 Employees are not allowed to log in to company resources or otherwise carry out company operations on their personal devices, during or outside of office hours.

1.8 Salary information should remain confidential and not be disclosed to colleagues. Employees found discussing their salary with colleagues will face strict disciplinary actions.

1.9 A zero-waste policy should be observed, promoting the efficient and mindful use of resources to avoid unnecessary waste.

1.10 Employees are expected to turn all the lights off when leaving the office premises at the end of the day.

1.11 Employees are responsible for maintaining cleanliness at and around their workstations and cafeteria.

1.12 Neither the consumption of alcohol or drugs, nor entry into the office premises by an employee after consuming alcohol or drugs is permitted.

1.13 Employees aren't allowed to smoke within 50ft of the office premises.

2. Dress Code

2.1 The company's official dress code is business and smart casuals. Employees are permitted to wear jeans, t-shirts, sweatshirts, and shoes within the office premises.

Casual men's sandals and slippers are not permitted.

2.2 However, on occasions when clients or investors visit the office, a *business casual dress code will be implemented and, on such occasions, employees will be provided with an advance notice.

*Business casuals includes Pants, Trousers, Shirts, Polo neck T-Shirt with Blazer.

2.3 Employees are expected to dress in a manner that is professional and appropriate for the workplace at all times. Attire that is excessively revealing or otherwise not in keeping with a neat and professional appearance is not permitted.

3. Company Data Protection

3.1 Employees have a fundamental responsibility to safeguard all company data and information assets.

3.2 All information must be handled with the highest level of care, recognizing its sensitivity and adhering strictly to established data protection protocols.

3.3 This obligation extends to the protection of physical documents, digital files, and all forms of electronic information.

3.4 Employees must not disclose sensitive or confidential information to unauthorized individuals under any circumstances. Strong, unique passwords should be used for all company systems, and any suspicious activity or potential data breaches must be reported immediately to the appropriate authority.

3.5 Examples of sensitive data include, but are not limited to, customer information, financial records, intellectual property, and personal data of employees.

3.5.1 Bribery Risk: Employees must remain vigilant against attempts by external parties, including competitors, to solicit confidential information through bribery or other unethical means.

3.5.2 Public Space Awareness: Employees should refrain from discussing sensitive company information or accessing company data in public areas, such as on public transportation or in cafes.

3.5.3 Shoulder Surfing: Employees must take precautions to ensure that computer screens and confidential materials are not visible to unauthorized individuals in public or shared spaces.

3.5.4 Phishing Scams: Employees should exercise caution with unsolicited emails or messages requesting sensitive information or login credentials, and report any suspected phishing attempts immediately.

3.5.5 Secure Device Use: Employees are required to use only company-approved security measures, including encryption, when storing or transmitting sensitive data on portable devices.

Release Date: 12 June, 2025

Version: v.1.0