



# Employee Code of Conduct Policy

## Policy brief & purpose

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

## Scope

This policy applies to all our employees regardless of employment agreement or rank.

## Policy elements

### What are the components of an Employee Code of Conduct Policy?

#### Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

#### Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

#### Protection of Company Property



All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

### **Professionalism**

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code (below) and personal appearance guidelines.

- All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
- All clothes must be work-appropriate for our office. This means casual streetwear is allowed, but pajamas are not.
- All clothes must project professionalism as it relates to the projects you're working. For example: if your project is the Artist Workshop - jeans and sneakers are ok. However clothing that would be banned from a school campus such as something that is too revealing or inappropriate isn't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**



All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work and meetings.

- **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors or team members. Should your teammate/colleague or supervisor contact you via call, text, or email regarding your work, you will need to reply within a reasonable amount of time (typically within an hour during your work schedule). Likewise, your supervisor promises to reply to any questions, comments, requests, etc. you might have in a reasonable amount of time (within 24 hours or one business day). Communication initiated after work hours (9am to 6pm) may not be responded to until the next business day or assigned work schedule.

## **Disciplinary actions**



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Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.