

PedaSys

Employee Code of Conduct Policy

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Don't Just Learn; Evolve!

Policy brief & purpose

Our Employee Code of Conduct is a company policy that outlines our expectations regarding employees' behaviour towards their colleagues, supervisors, and the overall organisation.

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-organised, 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?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with the 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 discriminatory behaviour, harassment or victimisation. Employees should conform to 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. laptops, phones, etc.) from damage and vandalism whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow a formal or semi-formal dress code during video-based client meetings or face-to-face meetings.

- **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 fulfil 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 responsibilities to their team members, considering their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and promptly.

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 work.

- **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 to communication with their colleagues, supervisors or team members.

- **Benefits**

We expect employees not to abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions, or other benefits our company offers.

- **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or the Human Resources (HR) department.

Disciplinary actions

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 offences.
- Detraction of benefits for a definite or indefinite time.

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

- **Harassment**

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimisation. We can't create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumours about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.
- Sexual harassment is illegal, and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

- **How to address harassment**

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

Offenders. If you suspect that an offender doesn't realise they are guilty of harassment, you could talk to them directly to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues). Avoid using this approach with customers or stakeholders.

Your manager. If customers, stakeholders or team members are involved in your claim, you may reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.

HR. Feel free to reach out to HR in any case of harassment, no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of

serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

- **Disciplinary Consequences**

Punishment for harassment depends on the severity of the offence and may include counselling, reprimands, suspensions or termination.

- **Equal Opportunity Employment**

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality
- Religion
- Disability
- Medical history

- **What is an EEO policy?**

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

We also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

Our HR department is responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.