

# SOP: Overview of Company Policies and Code of Conduct

This SOP provides an **overview of company policies and code of conduct**, detailing the standards of behavior expected from all employees, guidelines for workplace ethics, compliance with legal and regulatory requirements, and procedures for addressing violations. The purpose is to promote a professional, respectful, and safe work environment that supports the organization's values and objectives.

## 1. Purpose

- Establish clear expectations for employee behavior
- Maintain a respectful, inclusive, and professional work environment
- Ensure compliance with legal and regulatory standards
- Protect the integrity and reputation of the organization

## 2. Scope

- This policy applies to all employees, contractors, interns, and any individuals representing the company at or away from the workplace.

## 3. Standards of Behavior

- Adhere to all company policies and procedures
- Act with honesty, integrity, and transparency
- Treat colleagues, clients, and partners with respect and dignity
- Maintain confidentiality of sensitive information
- Report conflicts of interest
- Avoid discriminatory, harassing, or abusive conduct
- Use company resources responsibly

## 4. Workplace Ethics

- Uphold ethical decision-making in all business practices
- Avoid any conduct that could harm the organization's reputation
- Foster a culture of accountability and trust

## 5. Legal & Regulatory Compliance

- Comply with all applicable laws, regulations, and industry standards
- Complete required training related to workplace compliance

## 6. Reporting Violations

- How to report suspected violations of the code of conduct:
  - Contact your direct supervisor or Human Resources
  - Use the confidential reporting hotline or email, if available
- Reports will be investigated promptly and thoroughly
- Retaliation against individuals making good-faith reports is strictly prohibited

## 7. Disciplinary Action

- Violations of company policies or code of conduct may result in disciplinary action, up to and including termination
- Action will be determined based on the nature and severity of the violation

## 8. Review & Acknowledgment

- Employees are required to review this policy upon hire and acknowledge understanding
- Annual review and acknowledgment may be required

## 9. Document Control

Version	Date	Description	Approved By
1.0	2024-06-22	Initial SOP release	HR Manager