Arsandis Company Code of Conduct

Our Code of Conduct is designed to ensure that all employees understand our values and standards, promoting a positive and respectful work environment. All employees, regardless of their role or seniority, are expected to adhere to this code.

1. Professionalism and Integrity

- **Honesty:** Employees must always act honestly and with integrity. All communications, both internal and external, should be truthful and transparent.
- **Confidentiality:** Employees must protect sensitive information, including but not limited to company data, client information, and proprietary knowledge. Information should not be disclosed without proper authorization.
- **Conflicts of Interest:** Employees must avoid situations where personal interests conflict, or appear to conflict, with the company's interests. Any potential conflicts should be disclosed to a supervisor or the HR department immediately.

2. Respect and Inclusion

- **Equal Opportunity:** We are committed to providing equal employment opportunities without discrimination based on race, color, religion, gender, age, national origin, disability,or any other characteristic protected by law.
- **Harassment-Free Workplace:** Harassment of any kind, including sexual harassment, bullying, and discriminatory jokes or comments, is not tolerated. Any incidents should be reported to HR or a trusted supervisor.
- **Diversity and Inclusion:** We value diverse perspectives and backgrounds, fostering an inclusive environment where all employees feel respected and valued.

3. Workplace Safety

- **Health and Safety:** Employees are responsible for maintaining a safe and healthy work environment. This includes following safety protocols, reporting hazards, and using protective equipment when necessary.
- **Substance Abuse:** The use of illegal drugs and the misuse of alcohol in the workplace are strictly prohibited. Employees are expected to perform their duties free from the influence of substances.

4. Company Assets and Resources

- **Proper Use:** Company assets, including computers, software, and office supplies, should be used responsibly and primarily for business purposes. Personal use should be minimal and not interfere with job performance.
- **Cybersecurity:** Employees must adhere to IT security policies, protecting against unauthorized access, data breaches, and cyber threats. Passwords should be kept secure and confidential.

5. Compliance with Laws and Regulations

- **Legal Compliance:** Employees must comply with all applicable local, state, national, and international laws and regulations. This includes adhering to industry standards and regulations relevant to our business.
- **Reporting Violations:** Any suspected violations of laws, regulations, or this code should be reported promptly. We prohibit retaliation against anyone making a good faith report of misconduct.

6. Environmental Responsibility

- **Sustainability:** Employees are encouraged to support our sustainability initiatives by reducing waste, recycling, and conserving energy. Our goal is to minimize our environmental impact and promote eco-friendly practices.

7. Community Engagement

- **Corporate Citizenship:** We are committed to being a responsible corporate citizen. Employees are encouraged to participate in community service and charitable activities, reflecting our commitment to social responsibility.

8. Consequences of Violations

- **Disciplinary Actions**: Violations of this code may result in disciplinary actions, up to and including termination of employment. Each case will be reviewed individually, considering the nature and severity of the violation.

Conclusion

By adhering to this Code of Conduct, we collectively contribute to a positive, ethical, and productive workplace. Thank you for your commitment to upholding our values and standards.

For any questions or further clarification, please contact your supervisor or the Human Resources department.

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