

COMPANY POLICIES 2023

Equal Employment Opportunity Policy:

Our company is committed to providing equal employment opportunities to all employees and applicants. We do not discriminate based on race, colour, religion, sex, national origin, age, disability, or any other protected characteristic. We will make reasonable accommodations for individuals with disabilities in accordance with applicable laws.

Code of Conduct:

Our employees are expected to adhere to the highest standards of ethical conduct. This policy outlines the expected behaviours and responsibilities of all employees, including honesty, integrity, respect, and professionalism. It also covers areas such as conflicts of interest, protection of company assets, and maintaining confidentiality.

Anti-Harassment and Anti-Discrimination Policy:

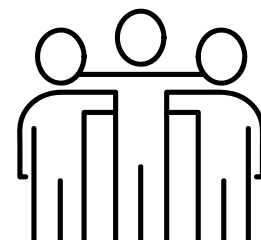
Our company is committed to providing a work environment free from harassment and discrimination. This policy prohibits any form of harassment or discrimination based on protected characteristics and establishes procedures for reporting complaints. It also emphasizes the company's commitment to conducting prompt and fair investigations.

Intellectual Property Policy:

This policy clarifies the ownership and protection of intellectual property developed by employees during their employment with the company. It outlines the rights and responsibilities related to inventions, patents, copyrights, trade secrets, and other forms of intellectual property.

IT and Data Security Policy:

Our company values the security and privacy of information. This policy establishes guidelines for the acceptable use of IT resources, protection of confidential data, password management, and adherence to applicable data protection laws, such as the General Data Protection Regulation (GDPR).



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Training and Development Policy:

We believe in investing in the growth and development of our employees. This policy outlines the company's commitment to providing training opportunities, both through internal programs and external resources. It covers areas such as skills development, performance evaluation, and career advancement.

Leave and Absence Policy:

This policy outlines the types of leave available to employees, such as annual leave, sick leave, parental leave, and compassionate leave. It clarifies the procedures for requesting and approving leave, as well as the entitlements and responsibilities of employees during absences.

Social Media and Online Communication Policy:

This policy provides guidelines for employees' use of social media and other online platforms. It emphasizes the importance of professionalism, confidentiality, and respect for the company and its clients in online communications.

Disciplinary and Grievance Policy:

This policy establishes a fair and consistent approach to addressing disciplinary issues and grievances. It outlines the procedures for handling complaints, investigations, and disciplinary actions, while ensuring that employees have an opportunity to present their side of the story and appeal decisions when appropriate.

