



Speed Tech

THE CODE OF CONDUCT

2020

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Policy brief & purpose

Speed Tech promotes freedom of expression and open communication. But we expect all employees, directors, officers and contractors 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, directors, officers and contractors regardless of employment agreement or rank.

Policy elements

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

Company employees, directors, officers and contractors 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 law

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

Respect in the workplace

All employees, directors, officers and contractors 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, directors, officers and contractors 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, directors, officers and contractors should use them only to complete their job duties.

Employees, directors, officers and contractors should protect company facilities and other material property (e.g. [company cars](#)) from damage and vandalism, whenever possible.

Professionalism

All employees, directors, officers and contractors must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees, directors, officers and contractors must [follow our dress code](#) and personal appearance guidelines.

- **Corruption**

We discourage employees, directors, officers and contractors from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

- **Job duties and authority**

All employees, directors, officers and contractors 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, directors, officers and contractors 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.

- **Conflict of interest**

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

- **Collaboration**

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

- **Communication**

All employees, directors, officers and contractors must be [open for communication](#) with their colleagues, supervisors or team members.

- **Benefits**

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

- [Policies](#)

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

Disciplinary actions

Our company may have to take disciplinary action against employees, directors, officers and contractors 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.
- Detraction of benefits for a definite or indefinite time.

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