

Company Code of Conduct

Introduction

This Code of Conduct outlines the ethical principles and professional standards that guide our company's operations. Upholding compliance and ethical behavior is essential to maintaining our company's reputation, fostering trust with clients, and ensuring long-term success. As a small to mid-sized HR agency competing with larger firms, we are committed to integrity, respect, and excellence in all our interactions with clients, employees, and partners. This document is subject to periodic review and updates to reflect evolving business and legal requirements.

1. Ethical Business Practices

- **Honesty, Transparency, and Integrity:** We conduct all business dealings with honesty, transparency, and fairness.
- **Legal Compliance:** We fully comply with all applicable laws and regulations governing HR services, including labor laws, anti-discrimination regulations, and data protection policies such as the GDPR.
- **Anti-Corruption:** We do not engage in or tolerate any form of bribery, corruption, or fraudulent activities.
- **Labor Standards:** We strictly prohibit child labor and forced labor within our company and among our subcontractors and business partners.

2. Workplace Conduct

- **Respect and Professionalism:** All employees must treat colleagues, clients, and stakeholders with respect and professionalism.
- **Anti-Discrimination and Harassment:** Discrimination, harassment, and any form of workplace misconduct are strictly prohibited.
- **Communication and Teamwork:** Open communication and collaboration are encouraged to foster a positive work culture.
- **Minimum Wages and Legal Benefits:** We ensure all employees receive at least the legal minimum wage and statutory benefits in compliance with applicable labor laws.
- **Working Hours:** We adhere to national and EU regulations regarding maximum working hours, rest periods, and overtime compensation.
- **Decent Working Conditions:** We are committed to providing clean, safe, and respectful working environments for all employees, contractors, and temporary workers.

3. Employee Health and Safety

- **Safe Working Environment:** We are committed to providing a healthy and safe workplace that complies with all relevant occupational health and safety laws.

- Well-being and Mental Health: We support employee well-being, including mental health, through appropriate resources, awareness programs, and work-life balance initiatives.
- Employee Involvement: Employees are encouraged to participate in safety-related training and report unsafe conditions without fear of retaliation.

4. Client Relations

- Client Focus: We prioritize our clients' needs by providing high-quality HR services and solutions.
- Confidentiality: We uphold strict confidentiality and data protection practices to safeguard our clients' information.
- Avoidance of Conflicts of Interest: We avoid situations that could compromise our professional integrity.

5. Confidentiality and Data Protection

- Information Security: Employees are responsible for safeguarding both client and company information in compliance with data privacy laws.
- Data Sharing: Unauthorized sharing of sensitive data is strictly forbidden.
- Incident Reporting: Any data breaches must be reported immediately to management or the designated data protection officer.

6. Compliance and Reporting Violations

- Responsibility: All employees are responsible for adhering to this Code of Conduct.
- Reporting Channels: Violations should be reported via secure channels to management.
- Anti-Retaliation: Retaliation against individuals who report misconduct in good faith will not be tolerated.

7. Diversity and Inclusion

- Equal Opportunity: We are committed to supporting a diverse workforce and promoting equal opportunity for all employees regardless of gender, ethnicity, religion, age, or disability.
- Inclusive Environment: We strive to create a work environment where every employee feels valued and included.

8. Social Media and Public Communication

- Responsible Communication: Employees must exercise caution and responsibility when using social media and other public communication channels, always considering the company's reputation.
- Official Statements: Only authorized personnel may make public statements on behalf of the company.

9. Environmental and Social Responsibility

- Sustainability: We commit to sustainable practices, including energy efficiency, waste reduction, and the use of eco-friendly technologies.
- Community Engagement: We support local communities and engage in corporate social responsibility initiatives.

- **Environmental Protection:** We aim to reduce our environmental footprint through energy efficiency, waste minimization, recycling, and the adoption of eco-friendly technologies.
- **Green Procurement:** We favor suppliers and partners who are committed to sustainable and environmentally responsible practices.
- **Employee Awareness:** We encourage employees to recognize environmental opportunities and contribute to our sustainability goals in their daily activities.

10. Human Rights Commitment

- We ensure that our business activities do not contribute to human rights abuses, directly or indirectly, including in our supply chain.

11. Social Dialogue and Freedom of Association

- **Open Communication:** We encourage transparent and constructive communication between management and employees at all levels.
- **Non-Discrimination:** No employee shall be discriminated against for participating in social dialogue or labor representation.

12. Fair Business Practices and Anti-Corruption

- **No Bribery or Improper Advantage:** We prohibit the offering, giving, or receiving of bribes or other improper benefits, whether directly or indirectly, to influence business decisions.
- **Gifts and Hospitality:** Any gifts or hospitality offered or received must be reasonable, proportionate, and not intended to gain an unfair business advantage.
- **Third-Party Conduct:** We expect all business partners, suppliers, and subcontractors to adhere to similar anti-corruption standards.

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