



eos sw/eden

Code of Conduct Policy

2018 Edition

eos sw/eden Code of Conduct Overview

This Organization and Team Member Code of Conduct policy outlines our expectations regarding team members (contractor and Team Members') behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all team members to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our **sw/eden** work environment. We also expect them to foster a well-organized, respectful and collaborative ecosystem within the organization.

Who is this for?

This policy applies to all our Team Members and contractors regardless of employment agreement or rank.

Elements

What are the components of an Team Member Code of Conduct Policy?

sw/eden Team Members are bound by their contract to follow our Team Member Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

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

Respect in the workplace

All Team Members should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Team Members should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of eos sw/eden Property

All Team Members should treat sw/eden's property, whether material or intangible, with respect and care.

Team Members:

- 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.) Team Members should use them only to complete their job duties.

Team Members should protect company facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All Team Members must show integrity and professionalism in the workplace:

- **Corruption**

We discourage Team Members from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**

All Team Members 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**

Team Members should follow their schedules. We can make exceptions for occasions that prevent Team Members from following standard working hours or days. But, generally, we expect Team Members to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect Team Members to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Team Members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All Team Members must be open for communication with their colleagues, supervisors or team members.

- **Benefits**

We expect Team Members to not abuse their employment or contractual benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Disciplinary actions

Our company may have to take disciplinary action against Team Members 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.