

Employee Code of Conduct Policy

Objective

Globe Security recognises the need to establish a Code of Conduct policy for its employees and associates in order to define the way business relationships, official dealings, social behaviour and camaraderie needs to be maintained within and outside of office premises.

Code of Conduct:

1. Compliance with Law

- All employees must conduct their activities in accordance with central, state and local laws. Ignorance of the law is no excuse.
- Employees must immediately report any observed illegal activities to their supervisors or the HR department.

2. Respect in the Workplace

- Discrimination on the basis of race, gender, age, disability, religion, sexual orientation, or any other protected status is strictly prohibited.
- Retaliation against individuals who report unwelcome or discriminatory behaviour is not tolerated.
- We maintain an open-door policy, encouraging employees to discuss any concerns without fear of retaliation.

3. Protection of Company Property

- Company property is solely for business purposes and not for personal use.
- Unauthorized duplication or dissemination of proprietary software, company data, and intellectual property is a breach of this policy.

4. Professionalism

- Employees are expected to act in the best interest of the company at all times.
- Behaviour that endangers the wellbeing or morale of others is unacceptable.

5. Personal Appearance

- Employees should maintain a neat, clean, and professional appearance.
- Dress appropriately for your role. If unsure, seek guidance from HR or your manager.

6. Corruption and Gifts

- Any form of bribery or under-the-table dealings is strictly forbidden.
- Gifts of nominal value from clients or vendors are acceptable; however, anything of significant value should be reported to a manager or HR.

7. Job Duties and Authority

- Employees must not use their job roles for personal gain.
- Supervisors are responsible for ensuring fairness and should avoid favouritism.

8. Absenteeism and Tardiness

- Consistent punctuality is expected. If unable to meet this standard, employees should communicate with their supervisors.
- Repeated tardiness without a valid reason may lead to disciplinary action.

9. Conflict of Interest

- Avoid situations where personal interests might conflict with professional obligations.
- Any potential conflicts must be reported to a supervisor or HR as per the conflict of interest policy.

10. Collaboration

- We foster a team environment. Sharing knowledge, tools, and skills makes us all stronger.
- Competitive or uncooperative behaviour is discouraged.

11. Communication

- Open, honest, and constructive communication is essential.
- Avoid gossip or spreading rumours. Address conflicts directly and professionally.

12. Benefits

- Misusing or manipulating employment benefits is strictly prohibited.
- Any questions about benefits should be directed to the HR department.

13. Company Policies

- Adhering to all company policies, including those not specified here, is mandatory.
- Regularly review and familiarize yourself with the company's policies.

14. Confidentiality on Salary and Compensation

- Employees shall not disclose their compensation package to anyone nor shall be permitted to discuss the compensation of any other employees to others.
- Failure to adhere to the code could attract the most severe consequences including termination of employment.

15. Integrity of Data Furnished

- Every employee shall ensure, at all times, the integrity of data or information furnished by him to the Company.
- Furnishing wrong information could attract the most severe consequences including termination of employment.

16. Quality of Products and Services

- Globe Security shall be committed to deliver services of the highest quality standards backed by efficient customer relationship management consistent with the requirements of the customers to ensure their total satisfaction.

17. Health, Safety and Environment

- Globe Security shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in.

18. Concurrent Employment

- An employ shall not, without the prior approval of the company, accept employment or a position of responsibility with any other company, nor provide "freelance" services to anyone.

19. Ethical Conduct

- Every employee shall deal on behalf of the company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.
- Every employee shall be responsible for the implementation of and compliance with the code in his professional environment. Failure to adhere to the code of conduct could attract the most severe consequences including termination of employment.

20. Disciplinary Actions

- Violating any part of this Code of Conduct can result in disciplinary action.
- Always act in the company's best interests and maintain the highest standards of professionalism.

Apart from above Code of Conduct, an employee is expected to get familiar with other policy of the company and strictly adhered to it.