

## Code of Conduct Policy

### Purpose:

- The purpose of this Code of Conduct Policy is to establish the standards of behaviour expected from all employees of Arakan Graphics. This policy aims to promote a professional, ethical, and respectful work environment that aligns with the company's values and goals.

### Scope:

- This policy applies to all employees, contractors, and temporary staff working at Arakan Graphics.

### Policy:

#### 1. Professionalism:

- Employees are expected to perform their duties with competence, diligence, and a commitment to excellence.
- Employees should maintain a professional demeanor in all interactions with colleagues, clients, and stakeholders.

#### 2. Respect and Integrity:

- All employees must treat others with respect, courtesy, and fairness.
- Discrimination, harassment, or bullying of any kind is strictly prohibited.
- Employees must act with honesty and integrity in all business dealings.

### **3. Compliance with Laws and Regulations:**

- Employees must comply with all applicable laws, regulations, and company policies.
- Any illegal or unethical behaviour is strictly forbidden.

### **4. Confidentiality:**

- Employees must protect the confidentiality of sensitive information related to the company, its clients, and its employees.
- Unauthorized disclosure of confidential information is prohibited.

### **5. Conflict of Interest:**

- Employees should avoid situations where personal interests conflict with the interests of the company.
- Any potential conflict of interest must be disclosed to a supervisor or the HR department.

### **6. Use of Company Resources:**

- Company resources, including time, materials, and equipment, should be used responsibly and for legitimate business purposes.
- Misuse or theft of company resources is prohibited.

### **7. Health and Safety:**



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- Employees must adhere to all health and safety guidelines to ensure a safe working environment.
- Any unsafe conditions or practices should be reported immediately.

#### **8. Punctuality and Attendance:**

- Employees are expected to be punctual and to attend work regularly.
- Any absences or lateness should be communicated to a supervisor as soon as possible.

#### **9. Dress Code:**

- Employees should adhere to the company's dress code policy, maintaining a professional appearance at all times.

#### **10. Communication:**

- Employees should communicate clearly, respectfully, and effectively.
- Misrepresentation or falsification of information is prohibited.

#### **11. Substance Abuse:**

- The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing company duties is strictly prohibited.

#### **12. Gifts and Entertainment:**



- Employees should not accept gifts, entertainment, or other benefits that could influence, or appear to influence, their business decisions.

### **Reporting Violations:**

- Employees who witness or become aware of any violations of this Code of Conduct should report them to their supervisor or the HR department. The company will investigate all reports promptly and take appropriate action.

### **Disciplinary Actions:**

- Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment. The specific disciplinary action will depend on the nature and severity of the violation.

### **Review and Amendments:**

- This Code of Conduct will be reviewed periodically and may be updated as necessary. Employees will be informed of any changes to the policy.
- For any questions or further clarification regarding this Code of Conduct, please contact the HR department.

### **Acknowledgment:**

- Employees are required to sign an acknowledgment form indicating that they have read, understood, and agree to comply with this Code of Conduct.



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