



## **Employee Conduct Policy. V0.2018**

Our **Employee Code of Conduct company policy** outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organisation.

Legacy Telecom Ltd promote freedom of expression and open communication. However we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to adopt a professional, respectful and collaborative environment.

### **Scope**

This policy applies to all our employees regardless of employment agreement or rank.

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

Company employees are bound by their contract to follow our Employee Handbook Code of Conduct while performing their duties.

### **Compliance with law**

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

### **Respect in the workplace**

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should adhere our Equal Opportunities in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

## **Protection of Company Property**

All employees should treat our company's property, whether material or intangible, with respect and care.

### **Employees:**

Shouldn't misuse **company equipment**.

This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

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

## **Professionalism**

All employees must show integrity and professionalism in the workplace

## **Corruption**

We discourage employees 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 should accomplish 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**

Employees should follow their schedules outline in the Employees Handbook, we expect employees to be punctual when coming to and leaving from work.

## **Conflict of interest**

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

## **Collaboration**

Employees should be mindful of their colleagues and the company encourages all employees to be collaborative. They should not disrupt the workplace or present obstacles to their colleagues' work.

## **Communication**

All employees should be open for communication with their colleagues, supervisors or team members.

## **Benefits**

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

## **Disciplinary actions**

Legacy Telecom may have to take disciplinary action against employees 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 employment termination for more serious issues.

- Detraction of benefits for a definite or indefinite time.

Legacy Telecom reserve the right to take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

The Employees Handbook should be duly noted to **ALL** employees and will be available to reference in the main sales office or by speaking to HR.