



CODE OF CONDUCT POLICY

CHANGE HISTORY

Date	Version	Created by	Approved By	Description of change
08/10/2024	1.0	Bharath S	Ashwin Khosla	Basic document outline and submitted for review

Purpose

The purpose of the Code of Conduct Policy is to outline the expected behavior of Veranda Learning's employees towards their colleagues, supervisors, and the overall organization.

Scope

The Code of Conduct policy applies to follow

Personnel

- All Employees of Veranda Learning.
- All Contractors of Veranda Learning.
- All vendors / third-party / visitors of Veranda Learning's.

Background

Organization Name's code of conduct policy promotes employees, contractors, and other temporary workers to foster a respectful and collaborative environment. This policy is directed to prevent offensive or disruptive behavior amongst company employees. It also outlines the disciplinary actions due to misconduct or non-compliance with this policy.

Policy

The primary objective of Veranda Learning's Code of Conduct policy is to ensure compliance across various areas as outlined below.

Compliance with local law, rules, and regulations

- Employees understand and comply with all environmental, safety, and fair dealing laws.
- When performing their job duty and dealing with the company's products, finances, critical information, and Employees will be ethical and responsible for when public image.
- If an employee is unsure of whether a contemplated action is permitted by law or company policy, they should seek advice from the resource manager.

Respect in the workplace

- Employees respect their colleagues. Discriminatory behavior, harassment, or victimization is not tolerated.
- Employees will not participate in activities that directly hurt their colleagues' religious, race, sexual, or other sentiments.
- Employees will use available resources to resolve conflicts or differences mutually respectable fashion.
- Supervisors and managers will consider competency and workload when delegating duties to team members.
- Team members are expected to follow their leader's instructions and complete their duties thoughtfully and on time.
- Employees are expected to be punctual with respect to their colleagues and fellow team commitments.
- Exceptions can be made for occasions that prevent employees from following standard working hours or days, with approval from their line manager.

Use of company property and resources

The Acceptable Use Policy governs the use of company property and resources.

Dress code and personal appearance

When in the workplace, employees must present themselves appropriately and professionally.

Conduct with clients and partners

- Employees are not allowed to accept gifts from clients or partners.
- In some instances, gifts and swags are acceptable based on prior approval from line managers.
- Briberies are prohibited for the benefit of any external or internal party.

Mapping with Industry Standards

This policy addresses the following risks related to Code of Conduct and Information Security standards, frameworks:

Risk	Mapping to ISO 27001:2022
Loss of CIA (confidentiality, Integrity and Availability)	5.10 Acceptable Use of Information and Other Associated Assets 5.14 Information Transfer
Non-adherence to the laws and regulations and Compliance	5.14 Information Transfer
Unauthorized access	5.10 Acceptable Use of Information and Other Associated Assets
Information Leakage	5.10 Acceptable Use of Information and Other Associated Assets 5.14 Information Transfer
Theft	5.14 Information Transfer
Physical Loss or damage	5.10 Acceptable Use of Information and Other Associated Assets 5.14 Information Transfer

Enforcement

Line managers, senior management and human resources are responsible parties for enforcing the code of conduct policy

All employees must comply with company policies. Questions should be directed to their line managers or human resources.

Repeated or intentional violation of the Code of Conduct Policy will be met with disciplinary action. Consequences will vary depending on the violation, but can include:

- Demotion

- Reprimand
- Suspension or Termination
- Detraction of benefits for a definite or indefinite time
- Cases of corruption, theft, embezzlement, or other unlawful behavior may call for legal action.