



Homestead Training Center

11700 SW 304th ST

Homestead, FL 33033

Employee Code of Conduct Policy

Policy brief & purpose

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and the organization.

We promote freedom of expression and open communication. We expect all employees to follow our code of conduct. They must strive not to offend others, must not participate in personal disputes and they must not disrupt our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees, whether at-will or under contract, regardless of position.

Policy elements

Company employees are bound by their signature below to follow this Employee Code of Conduct while performing their duties.

Compliance with law

Every employee is responsible for ensuring that HTC operates within the bounds of the law. They must individually comply with all environmental, safety and fair dealing laws and alert HTC management to any deviation from these laws by anyone in the organization. We expect employees to be ethical and responsible when dealing with our company's finances, products, resources, customers, vendors, partnerships and public image.

Respect in the workplace

All employees must demonstrate respect for their colleagues. We will not allow racist or discriminatory behavior, harassment or victimization. HTC is an equal opportunity employer and each employee is prohibited from the exercise of all unlawful discrimination in all aspects of their work, including but not limited to recruitment, hiring, performance evaluation, promotion, employee discipline and firing. Employees are



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likewise prohibited from practicing unlawful discrimination with respect to their interpersonal relations at HTC.

Protection of Company Property

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

Employees:

- Must not misuse company equipment or use it frivolously.
- Must respect HTC's intellectual property, good will, image and business reputation. This includes trademarks, copyright and other property (information, reports etc.) Employees are prohibited from any personal use of these items.

Employees must protect company facilities and other material property from damage and vandalism, whenever possible. Employees should take steps to maintain all company equipment to the standard of safe and efficient operation and must report to their supervisor any damage or unsafe condition.

Professionalism

All employees must demonstrate integrity and professionalism in the workplace. This includes:

- **Personal appearance:** All employees must follow our dress code and personal appearance guidelines as outlined in the SOP.
- **Job duties and authority:** All employees must fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their team members' competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties timely and skillfully. We encourage mentoring throughout our company. We expect supervisors to be concerned with their team members' professional advancement.
- **Absenteeism and Tardiness:** All staff are required to adhere to their designated work schedules. While the company may grant exceptions for specific circumstances that interfere with standard hours or shifts, we generally expect every employee to maintain punctuality regarding their arrival and departure times.
- **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 must be friendly and collaborative. They must try not to disrupt the workplace or present obstacles to their colleagues' work.



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- **Communication:** All employees must be open for communication with their colleagues, supervisors or team members. A good idea or a timely warning can come from any employee and every employee should be receptive to these.
- **Benefits:** Staff members are expected to utilize their employment perks responsibly. This mandate covers the ethical use of leave, insurance coverage, facilities, service subscriptions, and all other advantages provided by HTC.
- **Policies:** All staff members are obligated to review and comply with organizational regulations established in the SOP, Employee Handbook or issued periodically by leadership. We promote an environment where employees feel empowered to seek clarification from management to eliminate any ambiguity concerning these directives.
- **Disciplinary actions:** Our company 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 depending upon the offense include:
 1. Verbal reprimand and instructions regarding remediation
 2. A written reprimand and instructions regarding remediation placed in an employee's file.
 3. A period of probation, wherein an employee is required to meet certain remediation goals (including necessary training).
 4. Suspension, wherein an employee is dismissed from working at HTC for a given period, or until given conditions are met.
 5. Termination

We are not bound to apply these consequences in the order listed and we reserve the right to respond with the consequence we believe best suits the circumstance. We will take legal action (either civil or criminal, or both) in cases of corruption, theft, embezzlement or other unlawful behavior.

-----CUT HERE-----

By signing below, I confirm that I have been provided with and have reviewed the HTC Employee Code of Conduct. I have sought and received clarification from my supervisor regarding any inquiries concerning these standards. I hereby acknowledge my obligation to comply with the regulations set forth in this policy during my tenure.

Print Name: _____ **Signature:** _____

Date: _____