



Employee Code of Conduct

1. Purpose

The purpose of this Code of Conduct is to establish clear expectations for professional behavior and ethical standards for all employees. Our company is committed to maintaining an environment of integrity, respect, and accountability.

2. Scope

This Code applies to all employees, contractors, consultants, interns, and temporary staff (collectively referred to as "employees") of On Track Life Solutions, INC, regardless of position or tenure.

3. Core Values

- **Integrity:** Always act with honesty and transparency.
- **Respect:** Treat everyone with dignity, fairness, and courtesy.
- **Accountability:** Take responsibility for your actions and decisions.
- **Excellence:** Strive for high performance and continuous improvement.
- **Teamwork:** Support collaboration and open communication.

4. Professional Behavior

- Perform duties with competence, diligence, and professionalism.
- Follow company policies, procedures, and instructions from management.
- Represent the company positively in all internal and external interactions.
- Avoid behavior that may damage the company's reputation.

5. Equal Opportunity & Anti-Harassment

- Discrimination or harassment of any kind—based on race, gender, age, religion, disability, sexual orientation, or any other protected characteristic—is strictly prohibited.
- Maintain a workplace free of bullying, intimidation, or offensive behavior.
- Report any misconduct or harassment immediately to People Innovation Department/HR Management.

6. Confidentiality & Data Protection

- Protect all company, client, and employee confidential information.
- Do not share or disclose proprietary information without authorization.
- Follow all data protection and privacy policies in handling sensitive data.

7. Conflict of Interest

- Avoid situations where personal interests conflict with company interests.
- Do not accept gifts, favors, or payments that could influence business decisions.
- Disclose any potential conflicts to management or People Innovation Department/HR immediately.

8. Use of Company Resources

- Use company equipment, technology, and funds responsibly and for business purposes only.
- Do not use company property for personal gain or illegal activity.
- Protect company assets from loss, damage, or misuse.

9. Compliance with Laws & Policies

- Adhere to all applicable laws, regulations, and company policies.

- Report any suspected violations of law or company policy promptly.
- Cooperate fully in any internal or external investigations.

10. Health, Safety, and Environment

- Follow all workplace health and safety policies.
- Report unsafe conditions or incidents immediately.
- Support sustainability and environmentally responsible practices.

11. Attendance & Work Ethics

- Arrive on time and be prepared to work during scheduled hours.
- Notify your supervisor promptly if you are unable to attend work.
- Maintain accurate time and attendance records.

12. Social Media & Communication

- Use social media responsibly and in a manner that reflects positively on the company.
- Do not share confidential information or make derogatory statements about the company or colleagues online.
- Communicate professionally in all written and verbal correspondence.

13. Reporting Misconduct

- Employees are encouraged to report unethical or unlawful behavior without fear of retaliation.
- Reports can be made to supervisors, HR, or through designated anonymous reporting channels.
- Retaliation against individuals who raise concerns in good faith will not be tolerated.

14. Disciplinary Action

Violations of this Code may result in disciplinary action, up to and including termination of employment, legal action, or other appropriate measures.

15. Acknowledgment

All employees must read, understand, and comply with this Code of Conduct. Employees are required to sign the acknowledgment form below.

Employee Acknowledgment:

I, _____, have read and understood the **Employee Code of Conduct** and agree to comply with its terms.

Signature: _____ **Date:** _____