

DEPARTMENT OF THE ATTORNEY GENERAL EMPLOYEE CODE OF CONDUCT POLICY

PURPOSE

To provide an outline of the department's expectations regarding employees' behavior, interaction and conduct towards their colleagues, supervisors, customers and overall organization.

SCOPE

This policy applies to all Department of the Attorney General (ATG) employees regardless of employment status, agreement or level.

POLICY

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

ATG promotes open communication and expression however expect all employees to understand and abide by our department code of conduct. Employees are representatives of our department and should avoid offending, engaging in inappropriate activity, or disrupting the workplace. All employees are expected to behave and perform with the utmost integrity and to foster a well-organized, professional, respectful and collaborative environment.

Compliance with law

All employees must protect our department's legality. Employees should demonstrate trust and comply with all environmental, safety and fair dealing laws at all times. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees should demonstrate respect towards their colleagues. Discriminatory behavior, harassment or victimization is prohibited and will not be tolerated. Employees should conform with our Equal Employment policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Department Property and Assets

All employees should treat our Department's property, whether material or intangible, with respect and care at all times.

Employees:

- Should respect **Department's equipment** at all times and avoid using it frivolously.
- Should respect all types of **incorporeal property**. This includes trademarks, copyright and other state property (information, reports etc.) Employees should use them only to complete their require job duties.

Employees should protect company facilities and other material property (e.g. [company cars](#)) from damage and vandalism, whenever possible.

Professionalism

All employees must show [integrity](#) and professionalism in the workplace:

- **Personal appearance**

All employees must [follow our dress code](#) and personal appearance guidelines.

- **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 fulfill their job duties with integrity and respect towards colleagues, customers, and the community. Supervisors and managers must never 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 and Tardiness**

Employees should follow their established work schedules. Exceptions are allowed at management's discretion for situations that prevent employees from following standard work hours or days.

Employees are expected to be punctual to work and communicate any absences appropriately to management.

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 friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must 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.

Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

Disciplinary actions

ATG will proceed with disciplinary action against employees, as appropriate, who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.