



Aberrant Open-ISM™

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## CODE OF CONDUCT POLICY

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Property	Description
Document Version	1.0
Status	DRAFT
Last Update	2022-03-25
Document Owner	Risk Management
Next Scheduled Review	

**PROPRIETARY**

Document Approvals		
Approver Name	Title	Date
???	???	???

Revision History			
Version	Date	Description of Changes	Revised by
1.0	2022-03-25	DRAFT	Aberrant

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## 1 PURPOSE

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<<Company Name>>'s Code of Conduct Policy outlines the company's expectations regarding employee behavior towards their colleagues, management, customers, and vendors.

We promote freedom of expression and open communication. But 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 foster a well-organized, respectful and collaborative environment.

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## 2 SCOPE

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

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## 3 POLICY

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Company employees are bound by their contract to follow the company's Code of Conduct Policy as a condition of their employment. The Code of Conduct Policy should be acknowledged when an employ is onboarded.

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### 3.1 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

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All employees must obey applicable laws. We expect employees to act ethically and responsibly when dealing with our company's finances, products, partnerships, or public image.

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### 3.2 RESPECT IN THE WORKPLACE

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We have a culture that respects different points of view. Please be respectful of our colleagues ideas. Discriminatory behavior, harassment or victimization will not be tolerated. <<Company Name>> is an equal opportunity employer.

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### 3.3 PROTECTION OF COMPANY PROPERTY

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

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### 3.4 PROFESSIONALISM

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All employees should demonstrate integrity and professionalism in the workplace.

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#### 3.4.1 MEDIA OR PRESS INQUIRIES

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Employees should refer information inquiries from the media or the press to the CMO or the COO. Employees should politely decline when asked to speak to particulars of the company with outside parties unless delegated to do so.

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#### 3.4.2 PERSONAL APPEARANCE

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All employees must follow dress code appropriately and maintain personal hygiene.

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#### 3.4.3 CORRUPTION

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We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

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#### 3.4.4 JOB DUTIES AND AUTHORITY

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All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Managers should never abuse their authority.

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#### 3.4.5 ABSENTEEISM AND TARDINESS

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We expect employees to be punctual to meetings and to perform the requisite number of hours to perform their job functions.

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#### 3.4.6 CONFLICT OF INTEREST

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

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#### 3.4.7 COLLABORATION

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Employees should be friendly and collaborative.

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#### 3.4.8 COMMUNICATION

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All employees must be open for communication with their colleagues, management, or team members.

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#### 3.4.9 BENEFITS

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

## 4 DISCIPLINARY ACTIONS

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We reserve the right 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, and may result in termination of employment.

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## 5 CONTACT INFORMATION

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Name of Security Program Owner

Title of Security Program Manager

Phone Number

Email

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## 6 DOCUMENT RACI

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<b>Responsible</b>	Assigned to do the work	Security Program Manager
<b>Accountable</b>	Final decision, ultimately answerable	ISM Governance Committee
<b>Consulted</b>	Consulted BEFORE an action or decision is taken (proactive)	Executive Management
<b>Informed</b>	Informed AFTER a decision or action has been taken (reactive)	Named Participants in this document Other parties affected by the change

## 7 LICENSE INFORMATION

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**APPENDIX A: CODE OF CONDUCT ACKNOWLEDGMENT FORM**

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The following form is required to be completed prior to an employee be onboarded by HR.

<b>Name of Employee / Contractor / Third Party</b>	
<b>Date of Hire</b>	
<b>Hiring Manager</b>	

<p>I acknowledge that I have read the Code of Conduct Policy and understand adherence to this policy is a condition of my employment at &lt;&lt;Company Name&gt;&gt;. I also understand that violation of the Code of Conduct Policy may result in disciplinary action in the form of a reprimand, suspension, or termination.</p>
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<b>Signature</b>	
<b>Date</b>	