



# Code of Conduct

At Sourcereer, we are committed to maintaining a positive and respectful work environment where all employees are valued and treated with dignity. Our Code of Conduct sets forth the ethical principles and standards that guide our behavior and decision-making. By upholding this Code, we demonstrate our commitment to integrity, professionalism, and excellence in all that we do.

## **1. Compliance with Laws and Regulations**

All employees must comply with applicable laws, regulations, and company policies. It is our responsibility to conduct business in an ethical and legal manner at all times.

## **2. Respect and Inclusion**

We embrace diversity and treat all individuals with respect, fairness, and dignity. Discrimination, harassment, bullying, or any form of disrespectful behavior will not be tolerated.

## **3. Confidentiality and Data Privacy**

Protecting confidential information and respecting the privacy of individuals is paramount. Employees must safeguard sensitive data and only disclose information as authorized and necessary for business purposes.

## **4. Conflict of Interest**

Employees must avoid any situation that may create a conflict of interest between personal interests and the interests of Sourcereer. Any actual or potential conflicts must be disclosed promptly.

## **5. Professionalism and Quality**

We are committed to delivering quality work and service to our clients. All employees are expected to perform their duties with professionalism, integrity, and dedication.

## **6. Health and Safety**

Sourceree prioritizes the health and safety of its employees. All employees are responsible for maintaining a safe work environment and adhering to all health and safety guidelines.

## **7. Environmental Sustainability**

We are dedicated to minimizing our impact on the environment. Employees are encouraged to adopt sustainable practices and contribute to Sourceree's environmental initiatives.

## **8. Reporting Violations**

Employees are encouraged to report any violations of this Code of Conduct or ethical concerns through the appropriate channels without fear of retaliation. All reports will be investigated promptly and confidentially.

By upholding and promoting these principles, we create a culture of integrity, trust, and mutual respect at Sourceree. Every employee plays a vital role in maintaining our ethical standards and contributing to the success of our company.