



Workplace Behavior Policy

Purpose

The purpose of this policy is to ensure a safe, respectful, ethical, and professional working environment for all employees, clients, contractors, and stakeholders of DAS Certification (Private) Limited. This policy sets the standards for acceptable behavior and promotes a culture of integrity, accountability, and mutual respect.

Scope

This policy applies to all employees, contractors, consultants, trainees, interns, and visitors at DAS Certification (Private) Limited, regardless of their employment status or location.

Code of Conduct

All individuals are expected to:

- Act honestly, professionally, and with integrity at all times.
- Respect company values and uphold its reputation.
- Demonstrate accountability for their actions and decisions.
- Refrain from any behavior that may harm the company's credibility or violate applicable laws or standards.

Workplace Etiquette

Employees must:

- Treat colleagues, clients, and visitors with courtesy and respect.
- Avoid offensive, discriminatory, or harassing language and conduct.
- Maintain a clean, organized, and safe work environment.
- Cooperate with team members and promote a positive, inclusive culture.

Harassment & Discrimination

DAS Certification (Pvt.) Ltd. strictly prohibits:

- Harassment, bullying, or intimidation of any form.
- Discrimination based on race, gender, religion, age, disability, ethnicity, or any protected characteristic.
- Any retaliatory behavior against individuals who raise genuine concerns or complaints.

Confidentiality & Data Protection

Employees must:

- Maintain confidentiality of client, company, and employee information.
- Use data and systems in compliance with company's Information Security & Data Protection Policy.
- Report any breach or misuse of confidential information immediately.

Use of Company Resources

Employees are expected to:

- Use company resources (including time, equipment, internet, and finances) responsibly and for legitimate business purposes only.
- Avoid misuse, theft, or unauthorized use of company property.

Dress Code

A professional dress code appropriate to the employee's role and environment is required. All staff should represent the company's image positively in appearance and behavior.

Conflict of Interest

Employees must:

Avoid any activities or relationships that create (or appear to create) a conflict of interest with the company's objectives or impartiality.

Disclose any potential conflicts promptly to management.

Alcohol, Drugs & Smoking

The use, possession, or influence of illegal drugs or alcohol in the workplace is strictly prohibited. Smoking is only allowed in designated areas.

Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment, legal action, or reporting to regulatory authorities, depending on the severity of the breach.

Policy Review

This policy shall be reviewed periodically to ensure relevance and compliance with applicable laws and standards.