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## ECOCITIZEN EMPLOYEE CODE OF CONDUCT

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## Policy brief & purpose

Our **Employee and Trainee Code of Conduct company policy** outlines our expectations regarding employees' and trainees' behavior towards their colleagues, supervisors, customers, and overall organization.

We promote freedom of expression and open communication, but employees are expected to follow the Employee Code of Conduct. They should avoid offending, participating in serious disputes and disrupting our workplace and digital workspaces. We expect everyone to foster a well-organized, respectful, and collaborative environment.

## Scope

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

## Policy elements

Company employees are bound by their contract to follow our Employee and Trainee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### *Compliance with law*

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. 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 respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization and recognize the inherent value and importance of human rights in all aspects of our operations. Our commitment to upholding human rights aligns with our core values of integrity, respect, and responsibility towards our employees, customers, and communities. We firmly believe in promoting a workplace culture that respects and protects the fundamental rights of all individuals.

### *Protection of Company Property*

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

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.

- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

### ***Intellectual property***

In the case of research papers, all members should use academic and scientific sources as a first option to complement their knowledge. When these resources are used, credit must be given to the sources and their author. When this does not apply, all members are expected to create original work of their own authorship.

All works created by members during their time at the company are considered the intellectual property of EcoCitizen.

### ***Use of “Generative Artificial Intelligence”***

Due to the risks that artificial intelligence represents for the protection and credibility of the information generated by the company, the following guidelines are established:

- Credentials used on official company communication sites may not be created with these technologies.
- No EcoCitizen member may share any company-related information on these tools and services.
- Generating texts or emails, letters or other texts for publication or communication, internally or externally is prohibited.
- No EcoCitizen member may include content created by these technologies in final products or services.
- It is prohibited to develop or debug computer code which is to be deployed in EcoCitizen software products or services

The use of these technologies is allowed in the contribution to teamwork, as long as it is approved by the coordinator of each project. Members who wish to use artificial intelligence must inform their respective coordinator or project manager in writing, explaining briefly how the tool or service will be used.

### ***Professionalism***

All employees must show integrity and professionalism in the workplace:

## **Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. 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 schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days.

Since remote work is essential to ensure the success of EcoCitizen's functions, the company recognizes that members may not be immediately available to answer messages, calls and/or emails since they are located in different time zones. However, it is requested that each member check the communication channels at least once a day as part of their accountability and commitment to the company.

## **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.

## **Disciplinary actions**

Our company may have 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.

Possible consequences include:

- Demotion.
- Reprimand.

- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.