



Guidelines for Code of Conduct at Work

Policy Statement

RAPiD is committed to providing a respectful, safe and productive workplace for all employees, visitors and contractors. RAPiD believes that a workplace code of conduct is essential to promoting a positive work environment and maintaining high standards of professional conduct. This Workplace Code of Conduct outlines RAPiD's expectations for employee behaviour and conduct in the workplace.

Expectations for Employee Conduct and Behaviour

- **Professionalism:** All employees are expected to conduct themselves in a professional and respectful manner towards colleagues, customers and visitors to the workplace. This includes being on time, dressing appropriately and communicating clearly and respectfully.
- **Discrimination and Harassment:** RAPiD does not tolerate any form of discrimination or harassment, including, but not limited to, discrimination based on race, gender, sexual orientation, religion, age, disability or national origin. Any employee who engages in discriminatory or harassing conduct will be subject to disciplinary action, up to and including termination of employment.
- **Confidentiality:** Employees are expected to maintain the confidentiality of sensitive information relating to RAPiD 's business, clients and employees. This includes, but is not limited to, financial information, client information and personal information of employees. Employees who breach confidentiality may be subject to disciplinary action, up to and including termination of employment.
- **Conflict of interest:** Employees must avoid any action or situation that could lead to a conflict of interest between their personal interests and those of RAPiD. This includes accepting gifts, favours or other benefits from clients or vendors that could influence their decision-making or impair their professional judgement.
- **Safety:** RAPiD is committed to providing a safe and healthy work environment for all employees, visitors and contractors. Employees must comply with all safety policies and procedures and immediately report any potential hazards or unsafe conditions to management.
- **Substance Abuse:** RAPiD does not condone the use of drugs or alcohol in the workplace or showing up for work under the influence of drugs or alcohol. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.



- **Social media:** Employees must use social media responsibly and respectfully and avoid comments or behaviour that may reflect poorly on RAPiD or its employees. Employees must also respect the confidentiality and privacy of colleagues, customers and RAPiD.

Monitoring and action

RAPiD believes that a positive workplace culture and high standards of professional conduct are essential to fulfilling RAPiD's mission of promoting economic development. RAPiD expect all employees to conduct themselves in a professional and respectful manner to create a safe and productive work environment for all. The Executive Director is responsible for monitoring and taking action for the breach of this policy.

- RAPiD staff members must abide by all the principles laid out in this document.
- RAPiD Executive Director should be immediately informed of any breach of this document.
- Violators of these policies may be subject to disciplinary action, up to and including termination of employment.

RAPiD is committed to ensure this policy and will ensure it is well communicated and understood by every staff in the organization.