

# Employee and Freelancer Code of Conduct Policy

## Policy brief and purpose

Noisy Badger Ltd's Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards their colleagues, and any individuals or businesses who they encounter in their line of work for Noisy Badger. For the purposes of this document, 'employee' refers to all workers contracted in any capacity by Noisy Badger.

We promote freedom of expression and open communication, but we expect all employees and representatives to follow our code of conduct and uphold our values of respect, inclusion and collaboration.

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

## Policy elements

### What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee and Supplier Code of Conduct while performing their duties.

We outline the components of our Code of Conduct below:

### Compliance with law

First and foremost, all our employees must be law-abiding and 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 behaviour, harassment or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

### **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.

### **Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, 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.

### **Internet and social media use**

Where employees intend to share personal views that may conflict with Noisy Badger's brand or risk relationships with commissioners and contractors, they should refrain from including Noisy Badger or Noisy Badger productions in their profile details. Employees should never share any intellectual property, or the status of any of their assignments on social media. When representing the company, employees should always be respectful and avoid speaking in specifics about their work. Employees should never post discriminatory, offensive, or other illegal language on social media. Employees must always correct or remove statements posted to their social media that are made on behalf of the company.

### **Dress code**

As a virtual company, there is no mandatory dress code though you are required to look professional on video calls. Appropriate dress is required on-site for recording days and

client-facing meetings or research with contributors. Your comfort is the most important thing and should only be tempered when it might cause discomfort or poorly represent Noisy Badger in the presence of a client, colleague or contributor.

### **Punctuality and professionalism**

All employees must show integrity and professionalism. Punctuality is vital when it comes to meetings with colleagues, clients and contributors. Punctuality, professionalism and absenteeism are taken very seriously – especially when they delay production schedules or risk Noisy Badger’s reputation and client trust. All absences and delays must be reported to the Director.

### **Gifts and conflicts of interest**

We discourage employees from accepting gifts from clients and must disclose any gifts to the Director. We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

### **Collaboration and communication**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work. All employees must be open for communication with their colleagues, supervisors or team members.

### **Policies**

All employees should read and follow our company policies and refer any questions to the director

### **Disciplinary measures**

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, but we will not renew contracts for freelancers who repeatedly violate our code of conduct.

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