TECHSORS COMPANY GUIDELINES AND CODE OF CONDUCT
Company guidelines are vital in order to ensure the safety and respect of all individuals in a work environment. TechSors does not tolerate or condone any type of disrespect or discrimination and we believe in upholding the highest standard of human rights. Our Code of Conduct exists in order to protect all of us in the company and make our work space as pleasant, dignified, respectful, and cooperative as possible.

The TechSors Company Guidelines can be broken down into three primary categories: **Work Culture, Safety, and Responsibilities**.

As a TechSors employee or a private contractor or self-employed individual working with/for TechSors, we expect for all of us to withhold these guidelines and consistently implement them.
1. WORK CULTURE

Work culture refers to the manner in which each individual must conduct themselves in the workplace (whether that be physical or digital). The following are the guidelines for how we expect each individual to act at TechSors:

- Be respectful
- Do not discriminate (e.g., race, gender, age, religion, familial status, disability, marital status, nationality, sexual orientation, gender identity, political affiliation, etc.)
- Be responsible
- Respond to messages when you receive them
- Be a team player: help others, discuss problems, provide ideas
- Don’t be afraid to ask for help and try to help others where you can
2. (DIGITAL) SAFETY

In this instance, safety refers to cyber awareness and ensuring that company information and data stays as private as possible. It is the responsibility of every individual in the company to make sure our digital privacy is upheld.

- Use a work email if you have one
- Save files on the corporate Google Drive
- Try not to use public WiFi unless absolutely necessary. Let Daria know if you have to
- Use a VPN if possible
- If establishing your own passwords, use difficult to crack combinations
- Do not click on malicious or suspicious links or unfamiliar files
- Regularly check your computer for threats using a protection software
3. RESPONSIBILITIES

Employees in any workplace have their own responsibilities. As a team member of TechSors, it is no different. In order to withhold your occupational responsibilities please:

- Start your work on time
- Give notice in advance if you need a day off or you need to leave for a few hours
- Be online and reachable during working hours
- Attend all scheduled calls and meetings
- Update the necessary individual when a task is done, or when it will be done
- Check the task before it moves forward
- Update documentation and guides on time
- Communicate regularly

We deeply value all of the team members of TechSors, and so in order to make our workplace as hospitable, friendly, respectful, and fluid as possible, the above information is deeply important to follow and to cooperate with. We present these guidelines as a means to benefit every person at TechSors.
THANK YOU FOR BEING PART OF THE TECHSORS TEAM