

CODE OF CONDUCT POLICY

Effective Date: [DD Month YYYY] | Version 1.0 | Policy Owner: Human Resources Department

[COMPANY NAME]

1. Purpose and Scope

This Code of Conduct Policy ("Code") sets out the standards of behaviour, professionalism, and integrity expected of every employee, officer, and director of [Company Name] ("the Company") while representing the Company, whether on Company premises, client sites, official travel, or through any digital or remote work arrangement. It applies equally to all employees regardless of level, department, or location, and to interns, contractors, and consultants to the extent stated in their engagement terms.

2. Our Core Standards

Every employee is expected to act with honesty, fairness, and accountability; to treat colleagues, clients, vendors, and the public with dignity and respect; to comply with applicable Nepal law and Company policy; and to safeguard the Company's reputation, assets, and information at all times.

3. Professional Conduct and Mutual Respect

- Employees must treat one another, and anyone they interact with in a work capacity, with courtesy, fairness, and respect for individual dignity.
- The Company does not tolerate discrimination, bullying, or harassment of any kind on the basis of caste, ethnicity, religion, sex, gender identity, sexual orientation, disability, political opinion, or any other status protected under Nepal law.
- Sexual harassment in any form is strictly prohibited and is separately governed by the Company's Anti-Sexual Harassment (Workplace) Policy, issued in line with the Sexual Harassment at Workplace (Prevention) Act, 2071 (2014) and Section 132 of the Labour Act, 2074.

4. Attendance and Work Commitment

Employees are expected to be punctual, to make full and productive use of working hours, and to comply with the attendance, leave-application, and reporting procedures set out in the Company's Leave and Attendance Policy.

5. Conflict of Interest

- Employees must avoid situations where their personal interests (financial, familial, or otherwise) could conflict, or appear to conflict, with the interests of the Company.
- Any actual or potential conflict of interest — including a personal or financial relationship with a vendor, client, or competitor, or the hiring/supervision of a relative — must be disclosed promptly and in writing to the HR Department or [Designation, e.g., Chief Executive Officer].
- Employees may not use their position, or confidential Company information, for personal gain or the gain of a third party.

6. Outside Employment

Employees may not, without the Company's prior written consent, take up additional paid or unpaid work, consultancy, directorship, or business activity that competes with the Company, conflicts with their duties, or affects their ability to perform their role, consistent with the exclusivity obligations set out in their Appointment Letter.

7. Gifts, Entertainment, and Anti-Bribery

- Employees must not offer, give, solicit, or accept any bribe, kickback, or improper payment or benefit, in cash or in kind, to or from any government official, client, vendor, or other third party, in connection with Company business, consistent with the Prevention of Corruption Act, 2059 (2002) and other applicable Nepal anti-corruption law.
- Modest, occasional business gifts or hospitality that are customary, transparent, and not intended to influence a business decision may be acceptable; employees should consult their manager or the HR Department where in doubt, and disclose any gift above [NPR •] in value.
- Facilitation payments of any kind are prohibited.

8. Company Property, IT Systems, and Data

Company equipment, systems, accounts, and premises are provided for legitimate business use. Employees must use them responsibly, must not use them to view, store, or distribute unlawful, discriminatory, or offensive material, and must comply with the Company's separate IT Policy governing acceptable use, information security, and data protection. [The Company's IT Policy is issued and maintained separately from this Code.]

9. Confidentiality and Protection of Information

Employees must protect confidential and proprietary information belonging to the Company, its clients, and its employees, in accordance with the Employee Non-Disclosure Agreement they have signed and the Company's HR Policy. This obligation continues after the end of employment.

10. Social Media and External Communication

- Employees should exercise good judgment when posting online, and should not disclose confidential Company, client, or employee information on personal social media or public forums.
- Unless specifically authorized, employees should not present personal opinions as the Company's official position, and should not speak to media on the Company's behalf without prior clearance from [Designation, e.g., HR/Communications].

11. Dress Code and Workplace Etiquette

Employees are expected to maintain a standard of dress and grooming appropriate to [the Company's stated dress code, e.g., "business casual," to be specified by the Company] and to the nature of their role (e.g., client-facing vs. back-office), and to maintain a clean, safe, and professional workplace.

12. Health, Safety, and a Substance-Free Workplace

- Employees must comply with the Company's workplace health and safety requirements and report hazards, accidents, or unsafe conditions promptly.
- Reporting to work under the influence of alcohol or any illegal substance, or consuming such substances on Company premises or during working hours, is prohibited.

13. Political and Religious Neutrality at Work

The Company respects every employee's personal political and religious beliefs. Employees should refrain from political campaigning, canvassing, or religious proselytizing on Company premises or during working hours, and should ensure that personal political or religious activity does not disrupt the workplace or colleagues.

14. Reporting Concerns

Employees who become aware of a violation, or suspected violation, of this Code — including fraud, corruption, safety hazards, or harassment — should report it promptly to their manager, the HR Department, or [designated whistleblowing channel/email, if the Company maintains one: [•]]. Reports made in good faith will be treated confidentially to the extent possible, and the Company will not tolerate retaliation against anyone who raises a concern in good faith.

15. Consequences of Non-Compliance

A breach of this Code will be addressed under the disciplinary procedure set out in the Company's HR Policy, which reflects the natural-justice safeguards of Sections 131–137 of the Labour Act, 2074 — including the employee's right to a clear statement of the alleged misconduct and a reasonable opportunity (at least 7 days) to respond before any penalty is imposed. Depending on the severity of the breach, consequences may range from a verbal or written warning to suspension or termination of employment, in addition to any civil or criminal liability under Nepal law.

16. Acknowledgment

I confirm that I have read, understood, and agree to comply with this Code of Conduct Policy.

Employee Name & Signature

Employee ID: [•]

Date: [•]

For [Company Name]

Name & Designation

Date: [•]

Disclaimer: This is a generic template made available by RigoHR for general reference. It is not a substitute for legal advice. Employers should have this Policy reviewed by qualified Nepali legal counsel and adapted to their specific workforce and industry before adoption.