



RAZOR SHARP  
CONSULTING —————

## EMPLOYEE / CONTRACTOR CODE OF CONDUCT

January 1, 2023

### Abstract

The employee code of conduct establishes a set of ethical guidelines and behavioral expectations for all employees to ensure a harmonious and professional work environment

Mike Cottingham  
mcottingham@razorsharpconsulting.com

# Table of Contents

- Revision History ..... 2
- Introduction ..... 3
- Professional Conduct ..... 3
  - Respect and Diversity..... 3
  - Non-Discrimination ..... 3
  - Collaboration and Teamwork ..... 3
  - Confidentiality..... 3
- Integrity and Ethics ..... 3
  - Honesty and Transparency ..... 3
  - Conflict of Interest ..... 3
  - Fair Competition ..... 3
  - Anti-Corruption ..... 3
- Professional Responsibility ..... 3
  - Compliance with Laws and Regulations..... 3
  - Quality and Excellence ..... 4
  - Professional Development..... 4
- Use of Company Resources ..... 4
  - Responsible Use of Technology ..... 4
  - Data Protection and Privacy ..... 4
  - Intellectual Property ..... 4
- Report Violations ..... 4
  - Reporting Misconduct..... 4
  - Non-Retaliation..... 4
- Consequences of Violations ..... 4

# Revision History

<i>Date</i>	<i>Revised By</i>	<i>Comment</i>
January 1, 2023	Mike Cottingham	Initial Document

## Introduction

At Razor Sharp Consulting, we are committed to maintaining a positive, inclusive, and ethical work environment. This Code of Conduct outlines the standards of behavior and expectations for all employees, contractors, and visitors associated with our company.

## Professional Conduct

### Respect and Diversity

Treat everyone with respect, dignity, and fairness, regardless of their race, ethnicity, gender, sexual orientation, religion, age, or disability.

### Non-Discrimination

Do not engage in discriminatory practices or behaviors, including harassment, bullying, or any form of prejudice.

### Collaboration and Teamwork

Foster a culture of collaboration, cooperation, and teamwork, valuing diverse perspectives and encouraging open communication.

### Confidentiality

Protect sensitive information, including client data, trade secrets, and personal employee information. Maintain confidentiality and adhere to applicable data protection laws.

## Integrity and Ethics

### Honesty and Transparency

Act with honesty, integrity, and transparency in all business dealings and interactions.

### Conflict of Interest

Avoid conflicts of interest that could compromise the company's best interests. Disclose any actual or potential conflicts promptly.

### Fair Competition

Comply with antitrust and competition laws, and engage in fair and ethical business practices, including avoiding price fixing, collusion, or unfair trade practices.

### Anti-Corruption

Do not engage in bribery, kickbacks, or any form of corruption. Comply with all applicable anti-corruption laws and regulations.

## Professional Responsibility

### Compliance with Laws and Regulations

Adhere to all applicable laws, regulations, and industry standards governing software development, intellectual property rights, data protection, and privacy.

## Quality and Excellence

Strive for excellence in your work, delivering high-quality products and services that meet or exceed client expectations.

## Professional Development

Continuously enhance your skills and knowledge through professional development opportunities, staying up-to-date with industry trends and best practices.

## Use of Company Resources

### Responsible Use of Technology

Use company-provided technology resources, including computers, software, networks, and information systems, responsibly and in accordance with company policies.

### Data Protection and Privacy

Safeguard company and client data, follow data protection and privacy guidelines, and only access and use data necessary for your job responsibilities.

### Intellectual Property

Respect intellectual property rights, including copyrights, trademarks, and patents, both within the company and with external partners.

## Report Violations

### Reporting Misconduct

Report any violations of this Code of Conduct promptly and in accordance with company policies. Employees are encouraged to report concerns without fear of retaliation.

### Non-Retaliation

Razor Sharp Consulting prohibits retaliation against anyone who reports a suspected violation in good faith.

## Consequences of Violations

Violations of this Code of Conduct may result in disciplinary actions, up to and including termination of employment or contract. The severity of the consequences will depend on the nature and extent of the violation.

By adhering to this Code of Conduct, we foster a culture of integrity, respect, and excellence, ensuring a positive work environment and upholding the reputation of Razor Sharp Consulting. All employees, contractors, and visitors are expected to review, understand, and comply with this Code of Conduct.