
CODE OF CONDUCT

General policy on personal conduct

FLODOR TRANSCOM expects its employees to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with customers and suppliers. Good personal conduct contributes to a good work environment for all.

This involves all employees:

1. observing all policies and procedures
2. treating colleagues with courtesy and respect
3. treating clients in a professional manner at all times
4. working safely at all times

FLODOR TRANSCOM was founded on the strong principles of respect for individuals, the health and safety of employees and the protection of the environment in order to increase our commitment social responsibility , demonstrating that we are a truly ethical and professional organization.

Flodor Transcom achieve this by living our Values and following the business ethics outlined in our Safety Regulation, Internal Regulation and Romanian law. Through these policies and our commitment to contributing to our communities, we have set standards to ensure that we all do the right things regarding:

Labor in terms of

1. chosen employment (e.g., no forced, bonded, involuntary, or prison labour)
2. Child labour avoidance (e.g., no under-age workers, no hazardous duty for young workers)
3. Working hours (e.g., limits on maximum hours worked, mandatory days off)
4. Wages and benefits (e.g., legal wages, overtime pay,)

5. Humane treatment (e.g., no abuse, coercion, sexual harassment, or punishment)
6. Non-discrimination (e.g., age, race, gender, religion, sexual or political orientation)
7. Freedom of association (e.g., labour unions, collective bargaining, open communication)

Ethics in terms of

1. Business integrity (e.g., no corruption, extortion, embezzlement, or falsification)
2. No improper advantage (e.g., no use of bribes or other means of gaining advantage)
3. Disclosure of information (e.g., business activities, structure, financial situation)
4. Intellectual property (e.g., protect intellectual property rights of business partners)
5. Fair business practices (e.g., advertising and competition, safeguarding client data)
6. Protection of identity (e.g., anonymity for workers reporting policy violations)

Dress code policy

As a minimum standard, dress should be clean, neat and professional.

Flodor Transcom reserves the right to request an employee to dress to an appropriate standard as a condition of employment.

Personal communications policy

A. Email policy

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect Flodor Transcom from the potential effects of the misuse and abuse of email, the following instructions are for all users.

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of Flodor Transcom in the community or to its relationship with staff, client, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.

4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. When an employee miss from his office he should set a message on email about the during absences, who is the replacement, when he will come back to office and his phone number to be called in emergency cases.
6. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

B. Internet use policy

The internet is provided by Flodor Transcom for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff needs to be aware that some forms of internet conduct may lead to criminal prosecution.

C. Professional use of social media

No employee, contractor or sub-contractor of Flodor Transcom is to engage in Social Media as a representative , unless they first obtain Flodor Transcom written approval.

If any employee, contractor or sub-contractor of Flodor Transcom is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of Flodor Transcom.

All employees, contractors and sub-contractors of Flodor Transcom must ensure they do not communicate any:

- Confidential Information relating to Flodor Transcom or its clients, business partners or suppliers;

- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of Flodor Transcom without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.