

	ACME ELECTRIC SWITCHGEAR L.L.C	ACME-HRM-CDT-2025
	CODE OF CONDUCT	

1. PURPOSE:

The purpose of this Code of Conduct is to set out the principles and standards of behaviour expected from all employees of ACME Electric Switchgear L.L.C. Every employee is responsible for upholding the company's values of integrity, professionalism, safety, and respect in all business dealings.

2. SCOPE:

This policy applies to all employees, including management, supervisors, contractors, temporary staff, and any third parties acting on behalf of the company. It covers all company operations, including procurement, sales, production, accounts, inventory management, delivery section and project execution.

3. CORE PRINCIPLES:

3.1	Integrity & Honesty	Work with sincerity, honesty, transparency and ethically
3.2	Professional Conduct	- Treat colleagues, clients, and suppliers with courtesy and respect. - Refrain from discrimination, harassment, or any form of abusive behaviour. - Maintain a professional image both in conduct and appearance while representing the company.
3.3	Confidentiality	- Protect company information, including project details, designs, drawings, pricing, and employee data unless approved by management. - Protect client information. - Do not disclose or share confidential information without proper authorization. - Ensure that all company-related discussions remain within professional boundaries.
3.4	Workplace Safety	- Follow all safety procedures and use required personal protective equipment (PPE). - Immediately report unsafe conditions, near misses, or accidents to supervisors. - Never operate machinery or electrical equipment without authorization or training. - Refrain from using mobile phones or engaging in distractions in production or workshop areas.
3.5	Use of Company Property	- Use company assets—including tools, materials, vehicles, and IT systems responsibly and only for authorized business purposes. - Do not remove or misuse company property for personal use. - Report any damage, loss, or misuse of equipment immediately.
3.6	Attendance and Discipline	- Be punctual and maintain regular attendance. - Inform your supervisor promptly in case of absence or delay. - Follow all company procedures, instructions, and reporting hierarchies. - Avoid disorderly behaviour, fighting, or disruptive conduct at work.
3.7	Substance Abuse and Fitness for Work	- The use of alcohol, drugs, or any intoxicating substances during working hours or on company premises is strictly prohibited. - Employees must be fit for duty at all times to ensure safety and efficiency.

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3.8	Ethical Business Practices	- Conduct all procurement, sales, and operational activities fairly and transparently. - Do not accept gifts, commissions, or favours that could influence business decisions. - Report any suspected unethical or corrupt activities immediately to management.
3.9	Dress Code	Wear the company uniform assigned for designated departments and maintain proper hygiene.

4. DISCIPLINARY ACTION:

Violations of this Code may result in disciplinary action, up to and including termination of employment. Serious breaches may also lead to legal action or reporting to authorities.

5. REPORTING MISCONDUCT:

- Employees must report any violation of this Code to their immediate supervisor, HR, or management.
- All reports will be treated confidentially and investigated fairly.
- Retaliation against those who report in good faith will not be tolerated.

6. ACKNOWLEDGEMENT:

All employees must read, understand, and adhere to this Code of Conduct. By continuing employment with ACME Electric Switchgear L.L.C, each employee agrees to comply fully with its principles and requirements.

Prepared By:




ANAS MAHMOOD – TECHNICAL ENGINEER (AUTHORIZED SIGNATORY)

DATE: 21/10/2025