

CNY Cleaning Solutions

Company Code of Conduct Policy

1. Purpose

The purpose of this Code of Conduct is to establish a standard of professional behavior, ethics, and integrity for all employees, contractors, and representatives of CNY Cleaning Solutions. This policy ensures a respectful, safe, and productive work environment that reflects our company's values and commitment to excellence.

2. Scope

This policy applies to all employees, supervisors, managers, and contractors of CNY Cleaning Solutions, regardless of position or tenure.

3. Professional Behavior

Employees must maintain a professional demeanor while on duty and when representing the company. Respectful communication with clients, coworkers, and supervisors is mandatory. Profanity, threats, verbal abuse, or physical altercations are strictly prohibited.

4. Attendance and Punctuality

Employees must arrive on time and be prepared to work at their scheduled shift start time. Repeated lateness or absenteeism without notice may result in disciplinary action. All absences must be reported directly to a supervisor or manager as early as possible.

5. Dress Code and Personal Appearance

Uniforms must be clean and worn correctly at all times while on duty. Proper footwear and safety gear must be used as required. Personal hygiene must be maintained to ensure a professional and presentable appearance.

6. Confidentiality

Employees must protect the confidentiality of all company information, client information, and personal data. Sharing client details, internal communications, or company processes without authorization is prohibited.

7. Conflict of Interest

Employees must avoid any activity or relationship that creates a conflict of interest with the company. Outside employment or business interests must not interfere with CNY Cleaning Solutions' operations.

8. Workplace Conduct and Harassment

CNY Cleaning Solutions maintains a zero-tolerance policy toward harassment, discrimination, or bullying of any kind. All employees have the right to work in an environment free of offensive behavior. Any employee experiencing or witnessing harassment must report it immediately to management.

9. Substance Abuse and Prohibited Items

The possession, use, or distribution of illegal drugs or alcohol on company property or during working hours is strictly prohibited. Employees must not report to work under the influence of alcohol or controlled substances. Weapons or dangerous items are not permitted on company premises or at job sites.

10. Use of Company Property

Employees are expected to use company property, equipment, and supplies responsibly and for business purposes only. Theft, misuse, or negligence resulting in loss or damage may result in termination and legal action.

11. Safety and Security

All employees must follow safety protocols and report any hazards or unsafe conditions immediately. Accidents or injuries must be reported to a supervisor as soon as possible. Employees are responsible for

securing company facilities and ensuring that chemicals and equipment are properly stored.

12. Social Media and Public Representation

Employees must not post or share content that reflects negatively on the company or its clients. Only authorized personnel may speak publicly or post on behalf of CNY Cleaning Solutions.

13. Compliance with Laws and Policies

Employees must comply with all federal, state, and local laws, as well as all company policies and procedures. Violations of this Code may result in disciplinary action up to and including termination.

14. Reporting Misconduct

Employees are encouraged to report any unethical, illegal, or unsafe behavior to their supervisor or management. Retaliation against any employee who reports misconduct in good faith is strictly prohibited.

15. Disciplinary Action

Violations of this policy may result in verbal or written warnings, suspension, or termination depending on the severity of the offense. The company reserves the right to take immediate action for serious misconduct, including theft, harassment, or safety violations.

16. Acknowledgment

All employees must read, understand, and acknowledge receipt of this Code of Conduct. Continued employment constitutes acceptance and adherence to all provisions outlined herein.

Employee Acknowledgment

I, _____, acknowledge that I have received, read, and understand the CNY Cleaning Solutions Code of Conduct Policy. I

agree to abide by the rules, expectations, and principles outlined in this document.

Employee Signature:

Date: