

# STL Global Rules

## Employees must follow in the workplace

### 1. Maintain punctuality:

- Whether it's opening the shop for business or reaching your desk at corporate company, maintaining punctuality is critical for the growth of the business. Always ensure that you reach at the time specified.

### 2. Follow rules:

- Like said earlier in the article, rules are laid down for employees to abide by. It is for the benefit of them as well as the company. You have a problem with certain aspect, talk it out with your supervisor to know how to handle it.

### 3. Know Operating Procedures:

- You may be assigned to work on a process or on certain equipment, then make sure you have gone through the operating procedures. By doing so, you make others aware about it as well.

### 4. Know dress code:

- You need to wear your attire base on your profession. Don't overdo or make a clown of yourself.
- Dressing to the type of work is best as it creates an impression about you. Most of the time formal dress code is always welcome.

### 5. Observing sentiment:

- This is a scenario observed when hiring or giving promotion. It is better to not bring in family issues between works or else it would harm the image of the company or the business.

### 6. Being objective:

- It may seem difficult to be objective at all instances, but if you need to see growth then try allocating jobs with certain timelines to keep track. This will help in the growth of the company or business.

## **7. Keep emotion at check:**

- As this is workplace, it is advisable to keep your emotion at check. Don't cry over petty issues or joke too frequently at your desk. You would lose your credibility in the long run.

## **8. Maintain confidentiality:**

- Any workplace has its secrecy and you being a part of the work culture should know where and how to maintain confidentiality. There would be instances when your boss would share a moment that is required to be kept as a secret. You need to understand its importance and depth.

## **9. Be smart in work:**

- Handling your daily tasks is your priority and you need to know which task is to be prioritized.
- Besides, work hard and you are sure to be rewarded. Don't try to shy away and be lazy. Be attentive and smart in your work always.

## **10. Don't misuse:**

- Any company would provide resources to get their work done with ease. You should ensure that you do not misuse those resources for your personal benefits.
- Even if you are in charge for office equipment's, do not consider to flick out a piece or two as the numbers may be unnoticeable.

## **11. Follow ethics:**

- Being assigned to a specific job means you are to execute the task without glitches. There are certain ethics to be followed at workplace and you must take care to abide by them.

## **12. Clean your workplace:**

- Maintain your workplace by cleaning your area of work. Try to implement the 5S scheme and abide by it. Having a clean space around you gives you more inspiration to work and impacts you with positivity.

## **13. Limit visitors:**

- While at workplace, do not entertain visitors coming to your company frequently. You have to refrain from allowing frequent visits of your friends or family members. Inform them about it and this helps to increase your productivity.

## **14. Adhere to break schedule:**

- Every workplace defines a specific time or schedule for having lunch or coffee breaks.
- It's always good to abide by those time schedules. Do not take liberty of breaking rules for such activities.

## **15. Maintain hygiene:**

- As restrooms are provided at each work place, it is our duty to ensure that the rest rooms are maintained with hygiene.
- Take due care of the hygiene of rest room as you take care of other work space that you are assigned to.

## **16. Maintain relationship:**

- Your workplace is like another family, so try to maintain proper relations with everyone.
- Keeping a healthy relationship with everyone helps you to grow and learn the work process.

## **17. Avoid long hours:**

- Prioritizing your work and knowing its importance could complete your work on time.
- Moreover, by managing your time for the task, you need to complete the work during specified working hours.
- By staying back, extending your working time will affect your work-life balance and bring in stress. So avoid working long hours at home.

#### **18. Read before you sign:**

There are many documents that you may have to sign for each assignment or project. It's better to read through, before signing any documents as you could get committed to something you don't intend to.

#### **19. Use of email:**

- You would be assigned email ID for official purpose and you need to follow protocols. Refrain from using your email for personal purpose.
- Many a times people get to use them and get tempted to misuse. But it's your duty not to allow personal matters to be sent via official ID.

#### **20. Maintain equipment:**

- Every workplace provides equipment to be used for executing the task efficiently.
- Whatever be the equipment, it is advisable to see that the equipment is maintained and in case of any breakdown, call in the service engineers to repair on time.

#### **21. Important notices:**

- Misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside the company is cause for disciplinary action, including termination.
- If something is not public information, you must not share it.
- Be respectful of others and the Company.
- Do not make fun of, denigrate, or defame your co-workers, customers, franchisees, suppliers, the Company, or our competitors.
- Do not make statements that damage the company or the company's reputation or that disrupt or damage the company's business relationships.
- Each contractor is expected to work in a cooperative manner with management/supervision, coworkers, customers, and vendors.

- Do not make insulting, embarrassing, hurtful or abusive comments about other company employees Online, and avoid the use of offensive, derogatory, or prejudicial comments.
- Employees are not authorized to speak to any representatives of the print and/or electronic media about company matters unless designated to do so by HR and must refer all media inquiries to the company media hot-line.
- Do not use any Company logos, trademarks, graphics, or advertising materials in social media.
- Taking unauthorized pictures or video on company property is prohibited.
- Employees may not engage in any action that is not in the best interests of the company.

## **Company's values and how to behave. (Contractor's behaviors)**

- You need to be very polite and appropriate to the company with clients, managers, supervisors, colleagues and customers. In any situation, you should be able to keep your cool and treat it with full respect.
- Employees must be committed to the following and must not do the following in any way:
  - Racism
  - Skin color discrimination
  - Language discrimination
  - Class discrimination
  - Religious discrimination
  - Humiliation of others, for whatever reason
  - Using the vulgar words
  - Mock others
  - Threatening people
  - Pushing people
  - Abuse of others. (Anyway)
  - Full respect and observance of the rights of women and children
  - Observe the rules of animals.
  - Generally committed to human rights.

## Dress code

### Gentleman's clothing and appearance:

- **Suit** with colors: black - crimson - gray.
- **Tie:** with colors: black-crimson-red-crimson blue. (Material: satin or viscose)
- Shoes: Leather with heels. And official (black - crimson)
- Use gentle colognes every day.
- Clean and shaved face.
- Prevent bad breath.
- It is forbidden for employees to keep any animals in the workplace.
- Almost like an example:



## •Lady's clothing and appearance:

- Neat clothes. Skirts and coats.
- Pants with an almost long shirt near the hips.
- Shoes: Leather with heels. And official (black - crimson)
- Use gentle colognes every day.
- Clean and refined face with gentle makeup.
- Prevent bad breath.
- It is forbidden for employees to keep any animals in the workplace
- Almost like an example:





# Notices:

## 1. Prohibited items:

- It is forbidden to use any kind of drugs or alcohol or stimulant pills or cigarettes in the workplace.
- Use of mobile phones for personal occasions is free only during leisure time.
- Carrying any firearms or weapons in the workplace is prohibited.
- In case of use or any violation, the violator will be reported to the legal authorities.
- The employees will be responsible for any violations and the company has not and will not accept any responsibility.
- It is forbidden for employees to keep any animals in the workplace
- Commit to and abide by the laws of the country of residence.
- Committed to copyright laws.

## 2. Connections:

- Try to be honest in working relationships.
- Avoid lying.
- Be honest.
- Do not speak in the envelope.
- Be very frank and concise. But with respect to verbal respect.
- Avoid marginalization.
- Inform the management of the company immediately about the cases that cannot be solved or the cases that you predict will be to the detriment of the company.

## 3. Tardiness/absenteeism:

- For the first time: will be inserted in the daily office.
- For the second time: 10% of one day's salary will be deducted.
- For the other times: a written warning with dismissal. (By the country law).

#### **4. Conflicts of interest**

- If you have a conflict of interest or intellectual conflict about anything, try to find a solution by raising the issue and agreeing and holding meetings.
- In many cases, sharing ideas and exchanges will be beneficial.

#### **5. Reporting misconduct:**

- The company management is always ready to hear your comments, suggestions or sincere news.

#### **6. Bullying:**

- Do not bully in any way and under any circumstances.

#### **7. Use of company property:**

- You will not have the right to use the company property under any circumstances.

#### **8. Plagiarism:**

- You have no right to any plagiarism or copyright from any source.

#### **9. Illegal activities and prosecution:**

1. Disclosure of any information about the company.
2. Sharing all or part of the cases or company information with any entity or any person.
3. Cooperation or membership in armed groups
4. Collaborate or join terrorist groups
5. Participation in a crime.

6. Criminal record for any reason.
7. Failure to comply with federal and US government regulations.
8. Failure to comply with the laws and regulations of the country of residence.
9. Any cooperation with the government or countries that are under sanctions by the Turkey government or the United Nations.
10. Any banking, commercial transactions - buying or selling - with any countries or governments under US sanctions are prohibited.
11. It is against the rules and regulations of the company, to money transactions or doing business operations with any countries or governments under US sanctions are prohibited.
12. Under no circumstances will any of the Company's employees make any investing contacts with UN or U.S. sanctioned countries.

**If Personal or Contractor break "STL" policy**

- Notice and dismissal