

EMPLOYEE HANDBOOK

Working Ethics & Guidelines

Document Protection Service — Confidential

1. CODE OF CONDUCT

All users must maintain strict confidentiality of all documents accessed. Do not share, reproduce or distribute any materials without authorization. Use documents solely for their intended professional purpose. Report any suspicious activity immediately.

2. DATA PROTECTION

This platform processes personal data in accordance with GDPR, CCPA and all applicable local data protection legislation. Your access credentials and activity logs are monitored for security purposes. All data is encrypted using 256-bit SSL/TLS.

3. ACCEPTABLE USE POLICY

Users must NOT attempt to access systems beyond their authorization level, use automated tools to extract content in bulk, share login credentials with third parties, or access the platform from unsecured networks without VPN.

4. DOCUMENT HANDLING

Always verify you are on a secure network. Lock your screen when stepping away. Do not print confidential documents unless absolutely necessary. Always log out when finished.

5. WORKING ETHICS

INTEGRITY: Act honestly in all professional interactions.

ACCOUNTABILITY: Take ownership of your actions and decisions.

RESPECT: Treat all colleagues and clients with dignity.

EXCELLENCE: Strive for the highest quality in all work.

CONFIDENTIALITY: Protect all sensitive information entrusted to you.

6. INCIDENT REPORTING

If you suspect a security breach: immediately contact your system administrator, do not attempt to investigate yourself, preserve all logs and records, and cooperate fully with any security investigation.

7. DISCIPLINARY PROCEDURES

Violations may result in formal written warning, suspension of platform access, termination of employment or contract, or legal action where applicable.

8. ACKNOWLEDGEMENT

By accessing this platform you confirm that you have read and understood this handbook, agree to comply with all policies herein, and understand the consequences of non-compliance.

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