

INTERNAL REGULATION POLICY

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INTERNAL REGULATION POLICY

1. Purpose of the Policy

This Internal Regulation Policy defines the rules, standards, and procedures that guide the behavior, performance, and responsibilities of all employees, contractors, and partners within the company. Its objective is to ensure a professional, secure, efficient, and ethical working environment.

2. Scope

This policy applies to:

- Full-time and part-time employees
- Interns and trainees
- Contractors and consultants
- Remote and onsite staff

3. Working Hours & Attendance

3.1 Standard Hours

- Standard working hours: **08 AM-5 PM**, Monday to Saturday .
- Lunch break: **1 hour**.

3.2 Remote Work

- Remote work must be approved by the supervisor.
- Employees must remain reachable through official communication channels.

3.3 Punctuality

- Employees must attend work and meetings on time.
- Frequent lateness or absence may lead to disciplinary action.

4. Code of Conduct

4.1 Professional Behaviour

Employees must:

- Show respect toward colleagues, clients, and partners.
- Avoid harassment, discrimination, or aggressive behavior.
- Maintain professionalism in communication and interactions.



4.2 Conflict of Interest

Employees must disclose any situation creating potential conflict between personal and company interests.

4.3 Dress Code

Casual professional attire is allowed; formal attire is required for client-facing meetings.

4.4 Prohibited Activities During Working Hours

To maintain productivity and a professional work environment, the following are strictly prohibited during working hours:

1. **Playing Music or Audio on Speakers**
 - No employee may play music, videos, or any audio on speakers inside the office.
2. **Using Headphones or Earphones**
 - The use of headphones or earphones during working hours is **not allowed**, unless explicitly authorized for work-related tasks by the supervisor.
3. **Working on Personal Projects**
 - Employees must not work on personal projects, freelance activities, academic assignments, or any non-company work during official working hours.
 - Working hours must be fully dedicated to assigned company tasks.

Violations of the above may lead to disciplinary action as outlined in Section 13.

5. IT & Security Policies

5.1 Use of Company Equipment

- Company devices must be used only for authorized purposes.
- Unauthorized software installation is prohibited.

5.2 Password & Access Management

- Strong passwords must be used and regularly updated.
- Password sharing is strictly forbidden.

5.3 Data Protection

- All client information, source code, designs, and data are confidential.
- Storing company data on personal devices or cloud accounts without authorization is prohibited.



5.4 Security Breach

Any suspected system breach must be immediately reported to IT management.

6. Software Development Standards

6.1 Coding Practices

Developers must follow internal coding standards and maintain clean, documented code.

6.2 Code Review

- All code must go through peer review before deployment.
- Direct changes to production without approval are forbidden.

6.3 Project Management

- All tasks must be updated in the project management system daily.
- Deadlines must be respected, and delays communicated early.

7. Intellectual Property

All software, documentation, and code created during employment belong exclusively to the company.

8. Confidentiality

All employees must sign an NDA and uphold confidentiality regarding clients, systems, data, and internal operations.

9. Communication & Representation

- Only authorized staff may speak or publish statements on behalf of the company.
- Social media posts must not damage the company's reputation.

10. Performance & Evaluation

- Performance reviews are conducted quarterly or annually.
- Evaluation includes productivity, teamwork, code quality, compliance, and attendance.

11. Workplace Harassment & Ethics

The company maintains zero tolerance for:

- Harassment or bullying



- Sexual harassment
- Discrimination
- Fraud, corruption, or bribery

Offenders face immediate disciplinary action.

12. Disciplinary Procedures

Depending on severity, violations may result in:

1. Verbal warning
2. Written warning
3. Suspension
4. Salary deductions where applicable
5. Contract termination

13. Policy Review & Amendments

The company may update this policy as needed to comply with legal or organizational changes.

SIGNED BY ITEC LTD

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