

# Workplace Conduct Policy Sample for Permanent Staff

## 1. Purpose

This policy outlines expected standards of workplace conduct for all permanent staff. The aim is to establish a safe, professional, and respectful working environment.

## 2. Scope

This policy applies to all permanent employees within the organization, at all locations and during all work-related activities.

## 3. Policy

### 1. Respect and Courtesy

Employees must treat colleagues, clients, and visitors with respect, fairness, and courtesy at all times.

### 2. Professionalism

All staff are expected to maintain a professional demeanor and fulfill assigned duties to the best of their ability.

### 3. Harassment and Discrimination

Harassment, discrimination, bullying, or any form of intimidation will not be tolerated.

### 4. Confidentiality

Employees must protect confidential and sensitive information pertaining to the organization and its stakeholders.

### 5. Health and Safety

Employees must comply with all health and safety regulations to ensure a safe workplace for everyone.

### 6. Use of Resources

Organizational resources and property should be used responsibly and for legitimate work purposes only.

## 4. Breaches of Policy

Any breach of this policy may result in disciplinary action, up to and including termination of employment.

## 5. Review

This policy will be reviewed on a regular basis and may be updated as required to ensure ongoing relevance and compliance.