

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.