

# Employee Code of Conduct

## 1. Purpose

This Employee Code of Conduct outlines the standards, expectations, and principles to guide employee behavior and ensure a positive work environment.

## 2. Scope

This Code applies to all employees, contractors, and representatives of [Company Name].

## 3. General Principles

- Act with integrity and honesty at all times.
- Respect colleagues, clients, and partners.
- Abide by all company policies and procedures.
- Protect confidential and proprietary information.
- Demonstrate accountability in all responsibilities.

## 4. Professional Conduct

- Maintain a professional attitude and appearance.
- Avoid conflicts of interest and disclose any potential issues to management.
- Use company resources responsibly and only for business purposes.
- Comply with health and safety requirements.

## 5. Anti-Discrimination and Harassment

The company promotes an inclusive work environment and prohibits discrimination, harassment, or bullying of any kind.

## 6. Reporting Violations

Employees are encouraged to report violations of this Code of Conduct to their supervisor or the HR department. Reports will be treated confidentially.

## 7. Disciplinary Action

Breaches of the Code may result in disciplinary measures, up to and including termination of employment.

## 8. Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to comply with the Employee Code of Conduct.

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Employee Name

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Signature

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Date