

Employee Code of Conduct Policy Sample

1. Purpose

This Employee Code of Conduct establishes clear standards of behavior expected of all employees to ensure a respectful, safe, and productive work environment.

2. Scope

This policy applies to all employees, contractors, and temporary staff of [Company Name], both on-site and during company-related activities off-site.

3. Standards of Conduct

- **Professional Behavior:** Employees are expected to act professionally and respectfully towards colleagues, customers, partners, and visitors at all times.
- **Attendance and Punctuality:** Consistent attendance and punctuality are required. Absences or tardiness must be communicated timely.
- **Dress Code:** Employees should follow the company's dress code as appropriate to their role and the work setting.
- **Confidentiality:** Protect company, colleague, and client information. Do not disclose sensitive information without authorization.
- **Use of Company Resources:** Use equipment, internet, email, and other resources responsibly and primarily for business purposes.
- **Harassment and Discrimination:** Harassment, discrimination, or bullying of any kind will not be tolerated.
- **Substance Abuse:** The use, possession, or distribution of illegal substances in the workplace is strictly prohibited.
- **Conflict of Interest:** Employees must avoid conflicts between personal interests and company interests.

4. Reporting Violations

Employees must report any violations of this code or unethical behavior to their manager or Human Resources. Reports will be treated confidentially.

5. Disciplinary Actions

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

6. Acknowledgment

All employees are required to read and acknowledge this Code of Conduct as a condition of employment.