

# Employee Code of Conduct Agreement

This Employee Code of Conduct Agreement ("Agreement") establishes the standards of professional behavior expected from employees in our hospitality organization.

## 1. Professionalism

- Treat all guests, clients, and colleagues with respect and courtesy.
- Follow uniform and grooming guidelines at all times while on duty.
- Adhere to attendance and punctuality requirements.

## 2. Confidentiality

- Maintain confidentiality regarding guest information and company data.
- Refrain from disclosing proprietary information to unauthorized persons.

## 3. Health and Safety

- Comply with all health, safety, and sanitation policies.
- Report unsafe conditions or incidents promptly to management.

## 4. Integrity

- Act honestly in all business dealings.
- Do not engage in theft, fraud, or any form of dishonest behavior.

## 5. Harassment and Discrimination

- Harassment, discrimination, or bullying of any kind will not be tolerated.
- Treat everyone fairly, regardless of gender, race, religion, or other protected characteristics.

## 6. Substance Use

- Abstain from the use of illegal drugs or alcohol during working hours.
- Arrive to work fit for duty and capable of performing responsibilities.

I acknowledge that I have read, understood, and agree to abide by the above Code of Conduct. I understand that any violation may result in disciplinary action, up to and including termination of employment.

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Employee Signature

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Date