

Organizational Code of Conduct Policy

1. Purpose

[Insert a statement specifying the purpose of the Code of Conduct. For example: "The purpose of this policy is to provide a framework for conduct expected of all employees, contractors, and representatives of the organization."]

2. Scope

[Outline to whom the policy applies, such as all employees, volunteers, and contractors.]

3. Policy Statement

[Insert the core values and behavioral standards expected in the organization.]

4. Standards of Conduct

- [Describe expectations regarding professionalism and ethical behavior.]
- [Describe expectations regarding respect, diversity, and inclusion.]
- [Describe expectations regarding confidentiality and privacy.]
- [Describe expectations regarding the use and protection of organization property.]
- [Describe conflict of interest guidelines.]

5. Compliance

[Outline the obligation to comply with applicable laws, regulations, and organizational policies.]

6. Reporting Violations

[Provide guidance on how employees can report suspected breaches of this policy.]

7. Disciplinary Action

[Describe possible consequences for violating the Code of Conduct.]

Policy Review and Approval

Approved by: [Name/Position]

Date: [Date]

Next review date: [Date]