

Workplace Ethical Guidelines

(Blank Sample Document Template)

1. Purpose

[Describe the purpose of your workplace ethical guidelines, such as promoting integrity, professionalism, and a respectful workplace environment.]

2. Scope

[Define who these guidelines apply to, e.g., all employees, contractors, and representatives of the company.]

3. Core Values

- [Honesty]
- [Respect]
- [Accountability]
- [Fairness]
- [Confidentiality]

4. Workplace Conduct

- [Describe expected standards of professional behavior]
- [Outline respect for diversity and inclusion]
- [Specify policy on harassment and discrimination]
- [Guidance on use of company resources]

5. Reporting Concerns

[Provide guidance on how employees can report ethical concerns or violations, and describe protection against retaliation.]

6. Review and Enforcement

[Explain how these guidelines are maintained, reviewed, and what the consequences are for non-compliance.]

7. Acknowledgement

[Include a place for employees to acknowledge reading and understanding the guidelines.]