

# Employee Behavior Guidelines Policy Sheet

Date Issued: \_\_\_\_\_

Department/Team: \_\_\_\_\_

## 1. Purpose

The purpose of this policy is to outline the expected standards of behavior for all employees. Adherence to these guidelines ensures a respectful and productive workplace.

## 2. Professional Conduct

- Maintain punctuality and reliability in attendance and deadlines.
- Communicate respectfully and professionally with colleagues and clients.
- Dress and present yourself in accordance with company dress code.

## 3. Integrity & Ethics

- Act honestly and transparently in all work-related matters.
- Safeguard confidential and sensitive information.
- Avoid conflicts of interest and unethical behavior.

## 4. Workplace Behavior

- Treat all individuals with dignity, fairness, and respect.
- Refrain from harassment, discrimination, or offensive behavior.
- Comply with safety and workplace policies at all times.

## 5. Use of Company Resources

- Use company property and resources responsibly and for business purposes only.
- Report loss, theft, or misuse of company assets promptly.

## 6. Reporting & Compliance

- Report any violations of these guidelines to the appropriate supervisors or HR promptly.
- Cooperate in investigations and maintain confidentiality as required.

## 7. Acknowledgement

I acknowledge that I have read and understand the Employee Behavior Guidelines Policy Sheet.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_