Employee Code of Conduct Policy Outline

1. Purpose

Outline the objectives and importance of the Employee Code of Conduct Policy.

2. Scope

Define to whom the policy applies (e.g., all employees, contractors, and temporary staff).

3. Policy Statement

Describe the organization's commitment to ethical and professional conduct.

4. Standards of Conduct

1. Professional Behavior
2. Respectful Workplace
3. Compliance with Laws and Regulations
4. Confidentiality and Data Protection
5. Conflicts of Interest
6. Anti-Discrimination and Harassment
7. Substance Abuse
8. Attendance and Punctuality
9. Use of Company Resources

5. Reporting and Addressing Violations

- Reporting Procedures
- Confidentiality Assurance
- Investigation Process

6. Consequences of Non-Compliance

Outline disciplinary actions for policy violations.

7. Responsibilities

- Employee Responsibilities
- Manager/Supervisor Responsibilities
- Human Resources Responsibilities

8. Review and Updates

Specify how and when the policy will be reviewed and updated.

Effective Date: _____

Policy Owner: _____