

Office Conduct and Ethics Policy

Effective Date: [Insert Date]

Last Reviewed: [Insert Date]

1. Purpose

The purpose of this Office Conduct and Ethics Policy is to set forth the basic principles and standards of conduct expected of all employees to ensure a professional, respectful, and safe working environment.

2. Scope

This policy applies to all employees, contractors, interns, and visitors at [Company Name].

3. Standards of Conduct

- Demonstrate respect and courtesy to colleagues, clients, and visitors.
- Refrain from discrimination, harassment, or any form of abusive language or behavior.
- Maintain punctuality and adhere to agreed working hours and schedules.
- Dress appropriately in accordance with company guidelines.

4. Ethical Principles

- Act with integrity and honesty in all business dealings.
- Avoid conflicts of interest and disclose any potential conflicts promptly.
- Safeguard the confidentiality of proprietary and sensitive information.
- Report unethical behavior or violations of this policy through proper channels.

5. Use of Company Resources

- Use office equipment, supplies, and resources responsibly for business purposes only.
- Protect company property and promptly report any loss or damage.

6. Health and Safety

- Comply with all health and safety guidelines and report hazards immediately.
- Maintain a clean and orderly workspace.

7. Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination of employment.

8. Acknowledgment

All employees are required to read, understand, and comply with this policy.

Signature: _____ Date: _____

For questions or clarifications, please contact the Human Resources Department.