

# 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: \_\_\_\_\_

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