

Professional Conduct Policy

1. Purpose

[Briefly state the objective and importance of the policy]

2. Scope

[Define to whom the policy applies, e.g. all employees, contractors, etc.]

3. Policy Statement

[Summarize the expectations for professional conduct]

4. Code of Conduct

1. [Professional behavior]
2. [Respect and dignity]
3. [Integrity and honesty]
4. [Confidentiality]
5. [Compliance with laws and regulations]

5. Unacceptable Behavior

- [Harassment]
- [Discrimination]
- [Bullying]
- [Conflict of interest]
- [Misuse of company resources]

6. Reporting Violations

[Outline reporting procedures for breaches of the policy]

7. Disciplinary Action

[Describe possible consequences for violations and process]

8. Policy Review

[State how often the policy will be reviewed and updated]

9. Acknowledgement

[Mention requirement for employees to acknowledge receipt and understanding]

