

Staff Behavior Standards Policy

Purpose

This policy outlines the expected standards of behavior for all staff to maintain a professional, respectful, and safe work environment.

Scope

This policy applies to all employees, volunteers, contractors, and interns of [Organization Name].

Policy Statement

- Staff must conduct themselves with integrity, responsibility, and respect toward colleagues, clients, and the public.
- Discrimination, harassment, or any form of abuse is strictly prohibited.
- Confidentiality of sensitive information must be maintained at all times.
- Punctuality and reliable attendance are expected of all staff members.
- Compliance with all applicable laws, regulations, and organizational procedures is required.
- Personal use of organizational resources should be minimized and in accordance with policy.
- Report any observed breaches of this policy to the appropriate supervisor or HR.

Consequences of Breach

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

Review

This policy will be reviewed annually and amended as required.

Date:

Name:

Signature:
