

# 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:

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Name:

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Signature:

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