

Workplace Conduct Policy

Policy Number: _____

Date Effective: _____

Review Date: _____

1. Purpose

Describe the purpose of this policy.

2. Scope

State to whom this policy applies (e.g., all employees, contractors, volunteers).

3. Policy Statement

Outline your commitment to a respectful and professional workplace.

4. Expected Standards of Conduct

- Professional behavior
- Respect for others
- Punctuality and reliability
- Compliance with company procedures
- Other:

5. Unacceptable Conduct

- Harassment or bullying
- Discrimination
- Violence or threats
- Substance abuse
- Theft or misuse of company property
- Other:

6. Reporting Violations

Describe the process for reporting misconduct, including confidentiality assurances.

7. Disciplinary Action

Briefly outline possible consequences for violating this policy.

8. Review & Updates

Explain the procedure for reviewing and updating this policy.

Approved by: _____

Date: _____