Employee Code of Conduct

This template outlines the expected behaviors and responsibilities of all employees. Customize this template to fit your organization's policies.

1. Purpose

The purpose of this Employee Code of Conduct is to define the principles and standards of behavior expected from all staff members in the workplace.

2. Scope

This code applies to all employees, contractors, and interns across all locations and departments.

3. Standards of Conduct

1. **Professional Behavior**: Employees are expected to act with integrity and professionalism at all times.
2. **Respect for Others**: Treat colleagues, customers, and stakeholders with respect and dignity.
3. **Confidentiality**: Preserve the confidentiality of company information and refrain from unauthorized disclosure.
4. **Compliance with Laws**: Adhere to all applicable laws, regulations, and company policies.
5. **Attendance**: Maintain regular attendance and notify supervisors of absences promptly.
6. **Use of Company Property**: Use company resources responsibly and only for work-related activities.

4. Unacceptable Behavior

- Discrimination, harassment, or bullying.
- Theft, fraud, or misuse of company property.
- Violence or threats in the workplace.
- Substance abuse on company premises.
- Any action that could harm the company's reputation.

5. Reporting Violations

Employees should report violations of this Code of Conduct to their supervisor or the HR department.

6. Disciplinary Actions

Breaches of this code may result in disciplinary measures, which can include warnings, suspension, or termination of employment.

7. Acknowledgment

I have read and understood the Employee Code of Conduct and agree to abide by its terms.

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Date: