

Company Standards of Behavior Outline

1. Introduction

- Purpose of the standards
- Scope and applicability
- Commitment to ethical behavior

2. Professionalism

- Respectful communication
- Punctuality and reliability
- Appropriate attire

3. Integrity and Ethics

- Honesty and transparency
- Compliance with laws and company policies
- Upholding confidentiality

4. Workplace Conduct

- Zero tolerance for harassment and discrimination
- Collaboration and teamwork
- Conflict resolution

5. Health and Safety

- Adherence to safety protocols
- Reporting hazards and incidents
- Promoting a safe work environment

6. Use of Company Resources

- Proper use of equipment and property
- Protection of company information
- Responsible use of technology

7. Accountability

- Reporting violations
- Consequences for non-compliance
- Continuous improvement

8. Acknowledgement

- Employee commitment to standards
- Sign-off and date