

Employee Conduct Policy Example Format

1. Purpose

This Employee Conduct Policy outlines the expectations regarding employee behavior and conduct in the workplace. It is designed to promote a productive, safe, and respectful environment.

2. Scope

This policy applies to all employees, contractors, and temporary staff of [Company Name].

3. Policy Guidelines

1. Professional Conduct

- Maintain a respectful and courteous attitude toward colleagues, clients, and visitors.
- Abide by company rules and regulations at all times.

2. Attendance and Punctuality

- Arrive on time for work and scheduled meetings.
- Notify your supervisor promptly in case of absence or delay.

3. Use of Company Property

- Use company resources for work-related purposes only.
- Protect company equipment and report damages promptly.

4. Harassment and Discrimination

- Zero tolerance for any form of harassment or discrimination.
- Report any incidents to management or HR.

5. Health and Safety

- Comply with all health and safety regulations.
- Report unsafe conditions or incidents immediately.

4. Disciplinary Actions

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

5. Acknowledgement

All employees must read and understand this policy. Employees are required to acknowledge receipt and understanding of this policy.

[Company Name]

[Date]