

# Employee Professionalism Agreement

This Employee Professionalism Agreement ("Agreement") is entered into by and between the Employer and Employee as a statement of mutual understanding and commitment to uphold standards of professionalism in the workplace.

## 1. Professional Conduct

- Maintain respect in all communications and interactions with colleagues, management, customers, and clients.
- Abide by all workplace policies, procedures, and codes of ethics.
- Uphold integrity, honesty, and confidentiality regarding company matters.

## 2. Attendance & Punctuality

- Arrive at work on time and follow prescribed working hours.
- Report any absences or delays promptly to the appropriate supervisor.

## 3. Dress Code

- Comply with the company's dress code and appearance standards.

## 4. Use of Company Resources

- Utilize company property, technology, and resources responsibly and only for authorized purposes.

## 5. Continuous Improvement

- Seek opportunities for learning and self-improvement as relates to the role and responsibilities.

## Agreement and Acknowledgement

By signing below, the Employee acknowledges understanding of this agreement and commits to upholding the standards of professionalism outlined above.

---

Employee Signature

---

Date

---

Employer/Supervisor Signature

---

Date

