

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

