

Office Conduct Expectations

This document outlines the expectations for professional conduct within the office to foster a respectful, productive, and inclusive workplace environment.

1. Professional Behavior

- Maintain a courteous and respectful attitude towards colleagues, clients, and visitors at all times.
- Communicate clearly, constructively, and collaboratively.
- Dress in accordance with the office dress code policy.

2. Attendance & Punctuality

- Arrive on time and adhere to assigned work schedules.
- Notify your supervisor in advance of any absences or schedule changes.
- Ensure all leave is approved according to company policy.

3. Workplace Etiquette

- Keep shared spaces clean and tidy after use.
- Respect shared resources and equipment.
- Minimize disruptions by keeping noise levels to a minimum.

4. Confidentiality & Privacy

- Handle sensitive information responsibly.
- Do not disclose confidential information to unauthorized individuals.
- Secure physical and digital documents appropriately.

5. Anti-Discrimination & Harassment

- Treat everyone with dignity and respect, regardless of background or position.
- Report any discrimination, harassment, or inappropriate behavior immediately.
- Foster a culture of inclusivity and support.

Agreement: By working at this office, you acknowledge understanding and acceptance of these conduct expectations.

Date: _____ Name: _____ Signature: _____