

Organizational Conduct Guidelines Sheet

Purpose

Outline of standard conduct guidelines to foster a positive, ethical, and productive organizational culture.

General Conduct

- Respect all individuals regardless of background, role, or opinion.
- Uphold honesty and integrity in all communications.
- Maintain punctuality and reliability in attendance and work commitments.
- Follow all organizational policies and legal regulations.

Collaboration & Teamwork

- Encourage open and constructive feedback.
- Support team members and value diverse perspectives.
- Avoid disruptive behavior and foster a cooperative work environment.

Use of Resources

- Use organizational assets and resources responsibly.
- Protect confidential information at all times.
- Report misuse of resources or ethical concerns promptly.

Reporting Concerns

- Raise concerns or breaches in conduct through the appropriate channels.
- Participate in creating a safe environment free from retaliation.

Accountability

- Accept responsibility for your actions and decisions.
- Strive for continuous personal and professional improvement.

Date: _____
Signature: _____