

Workplace Behavior Policy

Effective Date: [Insert Date]

1. Purpose

This Workplace Behavior Policy outlines the expectations for employee behavior in order to maintain a respectful, productive, and inclusive environment for all team members.

2. Scope

This policy applies to all employees, contractors, interns, volunteers, and visitors in the workplace or participating in work-related activities.

3. Expected Behaviors

- Treat all individuals with respect, fairness, and consideration.
- Communicate professionally and courteously at all times.
- Comply with all company policies and procedures.
- Report any concerns or violations promptly to a supervisor or relevant department.
- Work cooperatively and support a positive team environment.

4. Unacceptable Behaviors

- Harassment, discrimination, or bullying of any kind.
- Use of language or behavior that is offensive, abusive, or threatening.
- Disregard for company policies or legal requirements.
- Unprofessional communication, including inappropriate jokes or gestures.
- Retaliation against individuals who report policy violations.

5. Reporting Procedure

1. Report unacceptable behavior to your immediate supervisor or Human Resources.
2. All reports will be taken seriously and investigated promptly and confidentially.
3. No retaliation will be tolerated against anyone who reports concerns in good faith.

6. Consequences of Policy Violation

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

7. Acknowledgment

All employees are required to read, understand, and comply with this Workplace Behavior Policy.

Approved by: _____ **Date:** _____

Employee Signature: _____ **Date:** _____