

Workplace Conduct Policy Template

1. Purpose

[Briefly state the purpose of this Workplace Conduct Policy. Example: This policy outlines the expected standards of conduct and behavior to ensure a positive, productive, and respectful work environment for all employees.]

2. Scope

[Define to whom this policy applies, e.g., all employees, contractors, interns, etc.]

3. Policy Details

1. Professional Conduct

[Outline expectations for professionalism and ethical behavior in the workplace.]

2. Respectful Behavior

[Describe requirements for mutual respect, anti-discrimination, and anti-harassment.]

3. Attendance and Punctuality

[Describe expectations regarding working hours, breaks, and absenteeism.]

4. Use of Company Property

[Summarize acceptable use of company equipment, resources, and technology.]

5. Confidentiality

[State your policy on maintaining confidentiality about company information.]

6. Reporting Misconduct

[Explain how employees can report violations of this policy.]

4. Disciplinary Actions

[Describe consequences and potential disciplinary actions that may be taken if this policy is violated.]

5. Policy Review

[Indicate how often this policy will be reviewed and by whom.]

Approval

[Name, Title]

Date: _____