

# Company Code of Ethics Development Template

## 1. Purpose

[Describe the purpose of the Code of Ethics and its importance to the company.]

## 2. Scope

[Specify to whom the Code applies, e.g., all employees, management, contractors, etc.]

## 3. Core Values

- [Integrity]
- [Respect]
- [Accountability]
- [Innovation]
- [Teamwork]

## 4. Standards of Conduct

### 4.1 Compliance with Laws and Regulations

[Describe expectations for legal compliance in all business activities.]

### 4.2 Conflicts of Interest

[Outline guidelines for identifying and managing conflicts of interest.]

### 4.3 Fair Dealing

[Describe commitment to fairness in interactions with colleagues, clients, and vendors.]

### 4.4 Confidentiality and Privacy

[Describe the importance of protecting confidential and sensitive information.]

### 4.5 Workplace Behavior

[Explain expectations for workplace conduct, anti-discrimination policies, and mutual respect.]

## 5. Reporting and Addressing Violations

[Provide procedures for reporting violations and the company's steps in addressing them.]

## 6. Implementation and Review

[Describe how the Code will be communicated, implemented, and periodically reviewed.]

## **7. Acknowledgment**

[Include space for employees to sign and acknowledge that they have read and understood the Code.]