Employee Conduct Guidelines

This template provides a basic structure for organizing employee conduct guidelines.

1. Purpose

[Briefly define the purpose and scope of the guidelines]

2. Applicability

[Describe who these guidelines apply to]

3. General Principles

1. [Principle 1: e.g. Integrity]
2. [Principle 2: e.g. Professionalism]
3. [Principle 3: e.g. Respect]

4. Code of Conduct

4.1 Workplace Behavior

- [Guideline 1: e.g. Treat colleagues fairly and respectfully]
- [Guideline 2]

4.2 Attendance and Punctuality

- [Guideline 1]

4.3 Use of Company Property

- [Guideline 1]

4.4 Confidentiality

- [Guideline 1]

5. Reporting Violations

[Procedures for reporting suspected violations]

6. Disciplinary Actions

[Outline of possible consequences for violations]

7. Review and Updates

[Information about periodic review and amendments of the guidelines]

8. Acknowledgment

[Acknowledgement statement for employee to sign]