

# Employee Conduct Policy Framework Template

## 1. Purpose

The purpose of this policy is to outline the principles, standards, and expectations for employee behavior within the organization.

## 2. Scope

This policy applies to all employees, contractors, and representatives of the organization.

## 3. Policy Statement

Employees are expected to conduct themselves in a professional and ethical manner, demonstrating respect, honesty, and integrity at all times.

## 4. Standards of Conduct

1. **Compliance:** Follow all applicable laws, regulations, company policies, and procedures.
2. **Professionalism:** Maintain a professional attitude and appearance.
3. **Respect:** Treat colleagues, customers, and partners with dignity and respect.
4. **Integrity:** Behave honestly and transparently in all interactions.
5. **Confidentiality:** Protect sensitive and proprietary information.
6. **Health & Safety:** Follow safety procedures and promote a safe workplace.

## 5. Unacceptable Conduct

- Discrimination, harassment, or bullying
- Theft, fraud, or dishonesty
- Substance abuse at work
- Violation of company policies
- Any conduct that negatively impacts the organization or its reputation

## 6. Reporting & Investigation

Employees should report any suspected violations of this policy to their manager or the HR department. All reports will be investigated promptly and confidentially.

## 7. Disciplinary Actions

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

## 8. Review & Updates

This policy will be reviewed periodically and may be updated as required.

## **9. Acknowledgment**

Employees are required to acknowledge they have read, understood, and agreed to comply with this policy.