Professional Conduct Policy Planning Sheet

Organization/Department

Prepared By

Date

1. Purpose & Objectives

State the purpose and objectives of this policy.

2. Scope

Define to whom and what situations the policy applies.

3. Code of Conduct Principles

- E.g., Integrity, Respect

- E.g., Confidentiality

- E.g., Professionalism

4. Expected Standards of Behavior

Outline expected behaviors in the workplace.

5. Unacceptable Behaviors

List examples of behavior that are not acceptable.

6. Procedures for Reporting & Addressing Violations

Describe steps for reporting and handling breaches.

7. Roles & Responsibilities

Summarize key responsibilities of staff, management, etc.

8. Review & Revision

Describe process for regular review and updates of policy.

Additional Notes

Any additional notes or references.