

# Staff Behavioral Standards Template

## Purpose

This document outlines the expected behavioral standards for all staff members to promote a respectful, professional, and collaborative work environment.

## Scope

These standards apply to all staff members, contractors, and anyone representing the organization in any capacity.

## Core Behavioral Standards

- Demonstrate respect and courtesy to colleagues, clients, and visitors.
- Communicate openly, honestly, and constructively.
- Maintain confidentiality and privacy at all times.
- Report unethical or inappropriate behaviors through proper channels.
- Follow all organization policies and procedures.
- Promote inclusivity and value diversity in the workplace.
- Take responsibility for personal actions and decisions.
- Support a safe and healthy work environment.

## Roles & Responsibilities

Role	Responsibility
Staff Member	Adhere to code of conduct and act as a role model.
Supervisors	Ensure staff are informed and standards are maintained.
Management	Review and enforce behavioral standards consistently.

## Violation Consequences

- Verbal or written warnings
- Mandatory training sessions
- Suspension or termination, depending on severity

## Acknowledgement

I have read, understood, and agree to adhere to the Staff Behavioral Standards as specified above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_