

Staff Code of Conduct

Draft Template

This Code of Conduct draft outlines expected standards of behavior for all staff members. It serves as a guide for professional conduct and ethical decision-making.

1. Purpose

This document establishes the standards of professional conduct expected of all staff members to ensure a respectful, safe, and productive workplace.

2. Scope

This Code applies to all staff members, including full-time, part-time, temporary, and contract employees.

3. Professional Conduct

- Act with integrity and honesty in all professional interactions.
- Perform duties to the best of your abilities and in accordance with organizational policies.
- Respect the rights, privacy, and dignity of colleagues, stakeholders, and clients.
- Avoid any conflict of interest or appearance of impropriety.

4. Respect in the Workplace

- Treat everyone with courtesy and consideration.
- Maintain a workplace free from discrimination, harassment, and bullying.
- Foster a collaborative and inclusive environment.

5. Confidentiality

- Protect sensitive information relating to the organization and individuals.
- Do not disclose confidential information unless authorized or legally required.

6. Compliance with Laws and Policies

- Follow all applicable laws, regulations, and company policies.
- Report suspected violations to the appropriate authority.

7. Use of Resources

- Use organizational assets and resources responsibly and for intended purposes only.
- Protect property and resources from misuse, theft, or damage.

8. Reporting Violations

Staff members should promptly report any suspected breaches of this Code to their supervisor or

designated personnel.

9. Acknowledgment

All staff members must acknowledge that they have read, understood, and agree to abide by this Code of Conduct.

Date: _____

Staff Name: _____

Signature: _____