

Workplace Conduct Policy Creation Document

Company Name

Enter company name

Prepared By

Enter name or department

Date

MM/DD/YYYY

Purpose

Describe the purpose of the workplace conduct policy.

Scope

Define who this policy applies to.

Policy Guidelines

1. General Conduct Expectations

Specify general expectations for workplace behavior.

2. Anti-Discrimination and Harassment

Outline the policy against discrimination and harassment.

3. Attendance and Punctuality

Describe rules for attendance and punctuality.

4. Dress Code

Indicate dressing standards.

5. Use of Company Property

Rules for company equipment/technology usage.

6. Substance Abuse

State policy on drugs, alcohol, and other substances.

Reporting and Enforcement

Explain how violations should be reported and handled.

Disciplinary Actions

Describe potential consequences for policy violations.

Acknowledgement

This document is to be reviewed and acknowledged by all employees.

Employee Name

Employee full name

Signature

Signature

Date

MM/DD/YYYY