

# Workplace Conduct Policy Creation Document

Company Name

Enter company name

Prepared By

Enter name or department

Date

MM/DD/YYYY

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## 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