

Basic Workplace Conduct Policy Outline

1. Purpose

To outline expectations for professional conduct in the workplace and promote a respectful, safe, and productive environment for all employees.

2. Scope

This policy applies to all employees, contractors, and visitors in the workplace.

3. Policy Guidelines

1. Respectful Behavior

- Treat all individuals with respect and dignity.
- Value diversity and avoid discriminatory language or actions.

2. Communication

- Maintain professional and courteous communication at all times.
- Listen actively and provide constructive feedback.

3. Professionalism

- Arrive on time and adhere to work schedules.
- Take responsibility for actions and work quality.

4. Confidentiality

- Safeguard company and client information.
- Do not disclose confidential information without authorization.

5. Health and Safety

- Follow all workplace health and safety procedures.
- Report any hazards or incidents promptly.

4. Unacceptable Behavior

- Harassment, bullying, or intimidation of any kind
- Theft, dishonesty, or fraudulent activities
- Violence or threats of violence
- Substance abuse at work
- Breach of confidentiality

5. Reporting and Enforcement

Employees should report any violations of this policy to their supervisor or human resources. All reports will be treated confidentially and investigated promptly.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

6. Acknowledgement

Employees are required to read and understand this policy and adhere to the standards outlined herein.