

# Employee Code of Conduct Policy Draft

## 1. Introduction

This Employee Code of Conduct Policy sets forth the guiding principles, standards of behavior, and responsibilities expected from all employees. All employees are required to read, understand, and follow this policy at all times.

## 2. Purpose

The purpose of this policy is to promote a safe, respectful, and productive work environment and to ensure the highest standards of ethical and professional conduct.

## 3. Scope

This policy applies to all employees, contractors, and representatives of the organization.

## 4. Standards of Conduct

- Professionalism:** Employees should act with integrity, courtesy, and professionalism at all times.
- Attendance and Punctuality:** Regular, punctual attendance is expected. Any absences should be communicated as early as possible.
- Confidentiality:** Employees must safeguard confidential and proprietary information.
- Respect:** Employees must treat others with respect and dignity, avoiding discrimination, harassment, and bullying.
- Compliance:** All applicable laws, regulations, and company policies must be followed.
- Use of Company Property:** Company resources should be used appropriately and for business purposes only.

## 5. Reporting and Violations

Employees are encouraged to report violations of this policy to their supervisor, HR, or via designated reporting channels. All reports will be handled confidentially and thoroughly investigated.

## 6. Disciplinary Action

Any violation of this Code of Conduct may result in disciplinary action, up to and including termination of employment.

## 7. Acknowledgement

All employees must acknowledge that they have read, understood, and agree to comply with this Code of Conduct Policy.