

Employee Workplace Behavior Guidelines

1. Purpose

The purpose of these guidelines is to outline the expected standards of behavior for all employees within the organization, promoting a safe, productive, and respectful work environment.

2. Professional Conduct

- Treat all colleagues, clients, and visitors with respect and courtesy.
- Communicate clearly and professionally at all times.
- Refrain from using inappropriate language or behavior.

3. Attendance & Punctuality

- Arrive to work and meetings on time.
- Notify your supervisor in advance of absences or tardiness.
- Comply with outlined work schedules and break policies.

4. Dress Code

- Follow the organization's dress code as outlined in the employee handbook.
- Maintain a neat and clean appearance at all times.

5. Use of Company Property

- Use company equipment and resources responsibly and for work-related purposes only.
- Report damages or malfunctions to the appropriate personnel promptly.

6. Confidentiality

- Respect the confidentiality of company information and intellectual property.
- Do not disclose sensitive information to unauthorized persons.

7. Harassment and Discrimination

- Harassment or discrimination of any kind will not be tolerated.
- Report any incidents to Human Resources or your supervisor immediately.

8. Health and Safety

- Follow all workplace health and safety procedures.
- Report unsafe conditions to management promptly.

9. Compliance

- Abide by all applicable laws, regulations, and company policies.
- Participate in required training sessions as scheduled.

10. Questions

For clarifications regarding these guidelines, please contact your supervisor or Human Resources.

