

Professional Conduct Policy

1. Purpose

[Briefly state the purpose of the policy.]

2. Scope

[Define to whom the policy applies – e.g., all employees, contractors, etc.]

3. Principles of Professional Conduct

1. [Respect and Courtesy]
2. [Integrity and Honesty]
3. [Confidentiality]
4. [Accountability]
5. [Compliance with Laws and Regulations]

4. Expected Standards of Behavior

- [Punctuality and Dependability]
- [Appropriate Communication]
- [Professional Appearance]
- [Collaborative Attitude]
- [Responsible Use of Company Resources]

5. Unacceptable Conduct

- [Discrimination or Harassment]
- [Dishonesty or Fraud]
- [Violation of Confidentiality]
- [Substance Abuse]
- [Physical or Verbal Abuse]

6. Reporting and Addressing Breaches

- [How to report concerns or violations]
- [Investigation process]
- [Protection from retaliation]

7. Disciplinary Actions

[Describe possible disciplinary measures for violations.]

8. Policy Review

[Describe frequency and process for reviewing/updating the policy.]