

Sample Employee Behavior Policy

This Employee Behavior Policy outlines the standards of conduct expected of all employees. All employees are required to act in a professional and respectful manner at all times.

1. Purpose

The purpose of this policy is to provide guidelines for appropriate behavior and to maintain a positive and productive work environment.

2. Scope

This policy applies to all employees, contractors, and volunteers within the organization.

3. Policy Guidelines

- Professionalism:** Employees are expected to act with integrity, honesty, and fairness in all work-related activities.
- Respect:** Employees must treat colleagues, customers, and partners with respect and courtesy at all times.
- Punctuality:** Employees should arrive at work and attend meetings on time.
- Use of Company Property:** Company resources should be used responsibly and for business purposes only.
- Harassment and Discrimination:** The company maintains a zero-tolerance policy toward any form of harassment or discrimination.
- Confidentiality:** Employees must protect sensitive and confidential information.
- Compliance:** All employees must comply with company policies, procedures, and applicable laws.

4. Reporting Violations

Employees should promptly report any breaches of this policy to their manager or Human Resources.

5. Disciplinary Action

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

6. Policy Review

This policy will be reviewed periodically and updated as needed to ensure ongoing effectiveness.

Effective Date: _____

Approved by: _____