

# 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

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