Simple Employee Conduct Guidelines

Introduction

These guidelines outline the basic standards of behavior expected from all employees. Adhering to these ensures a positive and productive workplace for everyone.

1. Professionalism

- Arrive on time and meet all attendance requirements.
- Fulfill your job responsibilities to the best of your abilities.
- Demonstrate respect toward colleagues, clients, and management.

2. Integrity

- Maintain honesty and transparency in all communications.
- Avoid conflicts of interest and report any potential issues.
- Do not share confidential information without permission.

3. Workplace Behavior

- Treat everyone fairly and without discrimination or harassment.
- Follow all company policies, rules, and procedures.
- Use company resources responsibly.

4. Health & Safety

- Comply with all health and safety regulations.
- Promptly report accidents, hazards, or unsafe practices.
- Keep your workspace clean and organized.

5. Disciplinary Actions

Violations of these guidelines may result in disciplinary action, up to and including termination of employment.

Acknowledgement

I, _____, have read and understood the Employee Conduct Guidelines.