

Standard Staff Behavior Policy

1. Purpose

The purpose of this policy is to outline the expected standards of behavior for all staff to ensure a safe, respectful, and productive workplace environment.

2. Scope

This policy applies to all employees, volunteers, contractors, and interns associated with the organization.

3. Policy Guidelines

1. Professional Conduct:

- Maintain a professional attitude and treat everyone with respect and dignity.
- Comply with all organizational policies and applicable laws.

2. Attendance:

- Be punctual and adhere to work schedules as assigned.
- Notify supervisors of absences as early as possible.

3. Communication:

- Communicate in a clear, honest, and respectful manner.
- Refrain from using language or gestures that are offensive or discriminatory.

4. Confidentiality:

- Maintain confidentiality regarding organizational and client information.
- Do not disclose sensitive information without proper authorization.

5. Use of Property:

- Use organization property and resources responsibly.
- Do not remove property without permission.

6. Health & Safety:

- Follow all safety guidelines and report unsafe conditions immediately.
- Promote a safe and healthy work environment.

4. Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and frequency of the behavior.

5. Review

This policy will be reviewed annually and updated as necessary.

I acknowledge that I have read, understood, and agree to comply with the Standard Staff Behavior Policy.

Date: _____