

# Workplace Behavior Policy Framework

## 1. Purpose

This Workplace Behavior Policy Framework outlines the expected standards of conduct for all employees to ensure a respectful, safe, and productive working environment.

## 2. Scope

This policy applies to all employees, contractors, volunteers, and visitors, across all locations and modes of work, including remote work.

## 3. Policy Statement

All individuals are required to maintain professional conduct and treat others with respect and dignity at all times within the workplace.

## 4. Expected Behaviors

- Act with honesty, integrity, and fairness.
- Respect diversity and individual differences.
- Communicate courteously and professionally.
- Observe all organizational policies and procedures.
- Maintain confidentiality of sensitive information.

## 5. Unacceptable Behaviors

- Harassment, discrimination, or bullying of any form.
- Use of offensive or abusive language or gestures.
- Violence or threats of violence.
- Improper use of company property or resources.
- Any behavior violating laws or regulations.

## 6. Reporting and Resolution

1. **Reporting:** Employees are encouraged to report any violations of this policy to their supervisor or Human Resources.
2. **Procedure:** All reports will be handled promptly, respectfully, and confidentially.
3. **Non-retaliation:** Retaliation against individuals reporting concerns is strictly prohibited.

## 7. Consequences of Policy Violations

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

## 8. Review

This policy will be reviewed regularly and updated as required to ensure ongoing effectiveness and relevance.