

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.