

Office Policy Statement

Date: _____

Department/Office: _____

Prepared by: _____

Purpose

This policy outlines the basic guidelines and standards of conduct expected within the office to ensure a safe, productive, and respectful working environment for all employees.

Scope

This policy applies to all employees, contractors, interns, and visitors of the office.

Policy Statement

All individuals within this office are expected to:

- Conduct themselves in a professional and respectful manner.
- Adhere to company rules, regulations, and all applicable laws.
- Use office resources responsibly and efficiently.
- Maintain confidentiality of sensitive information.
- Promote a safe and inclusive work environment.

Procedures

1. Report violations of this policy to the supervisor or designated office representative.
2. Follow established protocols for addressing disputes or grievances.
3. Participate in policy training and updates as determined by management.

Enforcement

Failure to comply with this policy may result in disciplinary action up to and including termination of employment, subject to investigation and due process as outlined in the Employee Handbook.

Review & Amendment

This policy will be reviewed annually and updated as necessary. Suggestions for improvements may be submitted to the office administrator.

Approved by: _____

Date: _____