

# Employee Accountability Agreement

**Employee Name:**

**Position/Department:**

## Agreement Overview

This Employee Accountability Agreement outlines the expectations for professional conduct, responsibilities, and obligations as an employee of the organization. By signing this agreement, you acknowledge and accept your commitment to adhere to company policies and performance standards.

## Key Areas of Accountability

1. Adherence to company policies and procedures.
2. Timely and accurate completion of assigned tasks.
3. Maintaining confidentiality and integrity in all work-related matters.
4. Respectful and professional communication with colleagues, clients, and stakeholders.
5. Prompt communication of issues, challenges, or needs for support.
6. Continuous commitment to personal and professional development.

## Employee Acknowledgment

I have read and understand the expectations outlined in this Employee Accountability Agreement. I commit to fulfilling these responsibilities to the best of my abilities and understand that failure to meet these expectations may result in corrective action, up to and including termination of employment.

Employee Signature:

Date:

Manager/Supervisor Signature:

Date:

