

# EMPLOYEE CODE OF CONDUCT

[Company Name]

## 1. PURPOSE

This document explains how employees are expected to work and interact with each other in everyday situations. It exists to provide clarity during uncertainty and to ensure consistent decisions across the organisation.

## 2. SCOPE

This code applies to:

- Employees (full-time, part-time, contractual)
- Interns and trainees
- Managers and leadership
- Consultants and third-party representatives acting on behalf of the company

## 3. WORKPLACE BEHAVIOUR EXPECTATIONS

- Communicate respectfully across meetings, chats, emails, and calls
- Provide feedback constructively and preferably in private
- Avoid personal remarks, insults, intimidation, or repeated interruption
- Respect working hours, availability boundaries, and commitments

**Unacceptable behaviour:** Harassment, discrimination, bullying, threatening language, or persistent disruptive conduct.

## **4. MANAGER RESPONSIBILITIES**

- Provide instructions clearly and professionally
- Avoid public criticism or humiliation
- Apply rules consistently across team members
- Listen before concluding during disagreements

## **5. WORKPLACE ETHICS & INTEGRITY**

- Act honestly in business interactions
- Avoid falsifying records or information
- Avoid discrimination based on legally protected characteristics
- Maintain professional conduct with colleagues, customers, and partners

## **6. COMPANY ASSETS & TECHNOLOGY**

Protect confidential company and client information. Use company devices responsibly. Unauthorized sharing of confidential information is strictly prohibited.

## **7. CONFLICTS OF INTEREST**

Avoid personal interests that interfere with company interests. Any potential conflict (gifts, outside work, etc.) must be disclosed to management.

## **8. HEALTH, SAFETY & WELLBEING**

Follow safety procedures, report hazards, and maintain a safe, respectful environment for all team members.

## **9. HANDLING CONCERNS**

Discuss concerns directly if comfortable, or seek clarification from your manager or HR. Early communication is encouraged to prevent escalation.

## 10. VIOLATIONS POLICY

Non-compliance results in corrective action ranging from discussion and coaching to formal disciplinary warnings or termination depending on severity.

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## 11. ACKNOWLEDGEMENT

I confirm that I have read and understood this Code of Conduct and agree to follow it during my work.

EMPLOYEE NAME (PRINTED)

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SIGNATURE

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DATE SIGNED

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