

Template 1: Sample Employee Code of Conduct

Date of Policy

Purpose

_____ is committed to maintaining a positive work environment where all employees are treated with respect, dignity, and fairness. This Employee Code of Conduct outlines the standards of behaviour expected from all employees to ensure a professional and productive workplace.

Scope

The Code of Conduct applies to all employees, contractors and volunteers with our organization.

Statement

All employees, contractors and volunteers with our organization are expected to always comply with the Code. Following are the responsibilities under the Code of Conduct.

Responsibilities

1. Compliance with Laws and Regulations

Employees must comply with all applicable laws, regulations, and company policies in the performance of their duties. This includes but is not limited to laws related to discrimination, harassment, workplace safety, confidentiality, and ethical business practices.

2. Professionalism

Employees are expected to always conduct themselves in a professional manner when representing the organization. This includes treating colleagues, clients, and customers with courtesy, respect, and honesty.

3. Confidentiality

Employees must maintain the confidentiality of sensitive information, including but not limited to customer data, proprietary company information, trade secrets, and employee records. Unauthorized disclosure of confidential information is strictly prohibited.

4. Conflict of Interest

Employees must avoid any actual or perceived conflicts of interest that may interfere with their ability to perform their duties objectively and impartially. This includes refraining from engaging in activities that may compete with the interests of the organization or accepting gifts, favours, or other benefits that could influence their decision-making.

5. Workplace Harassment and Discrimination

_____ is committed to providing a work environment free from harassment, discrimination, and retaliation. Employees must treat all colleagues with respect and refrain from engaging in harassment or discrimination based on race, color, religion, gender, sexual orientation, age, disability, or any other protected ground.

6. Drugs and Alcohol

Employees are required to report to work fit for duty and must never report to work while under the influence of illicit drugs, alcohol, cannabis, or other mood-altering substance. Employees who have taken prescription or over the counter medication which may impact their ability to work safely must inform their manager or supervisor before reporting to work.

7. Use of Company Resources

Employees are expected to use company resources, including equipment, facilities, and time, responsibly and for legitimate business purposes only. Unauthorized use of company resources for personal gain or other improper purposes is prohibited.

Reporting Violations

Employees have a responsibility to report any violations of this Code of Conduct or suspected unethical behavior to their supervisor, human resources, or other appropriate channels. Retaliation against employees who report violations in good faith is strictly prohibited.

Consequences of Violations

Violations of this Employee Code of Conduct may result in disciplinary action, up to and including termination of employment. The severity of the consequences will depend on the nature and severity of the violation, as determined by _____

Acknowledgment

By signing below, I acknowledge that I have received, read, and understand the Employee Code of Conduct of _____, and agree to always comply with its provisions during my employment.

Employee Name:	
Employee Signature:	
Date:	