# Employee Code of Conduct

Replace each [Placeholder] and remove sections that do not apply. Keep the language plain: a frontline employee should be able to read the whole code in about 15 minutes. Have employment counsel review the final version before you publish it.

## 1. PURPOSE AND WHO THIS CODE COVERS

This Code of Conduct describes how we expect everyone at [Company Name] to behave at work and whenever they represent the company. It applies to all employees, managers, officers and directors, and, where stated in their agreements, to temporary workers, contractors and volunteers. It covers conduct on company premises, at customer or client sites, while working remotely, at work events and travel, and online when you are identified with the company.

No code can cover every situation. When you are unsure, ask yourself whether the action is legal, consistent with this code, and something you would be comfortable explaining to your manager or seeing reported publicly. If not, stop and ask.

## 2. TREATING PEOPLE WITH RESPECT

We treat coworkers, customers, candidates and partners with courtesy and respect. Harassment, discrimination, bullying, threats and violence are not tolerated. Our [Anti-Harassment Policy] and [Equal Employment Opportunity Policy] explain what is prohibited and how to report it.

We disagree on ideas, not on people. Shouting, insults, slurs, offensive jokes and deliberately excluding someone have no place here, in person, on calls or in chat.

## 3. HEALTH AND SAFETY

Follow all safety rules, procedures and training for your role, use required protective equipment, and report injuries, near misses and unsafe conditions to [your supervisor / Safety contact] right away. Do not work under the influence of alcohol, illegal drugs or any substance that impairs your ability to work safely; see our [Drug and Alcohol Policy]. Weapons are prohibited on company premises except as permitted by law and our [Workplace Violence Policy].

## 4. HONESTY AND ACCURATE RECORDS

Record time worked, expenses, production, sales and customer information accurately and on time. Never falsify, back-date or alter records, including timesheets, quality scores, inspection logs or customer notes. Report errors as soon as you find them. Do not destroy records that are subject to a legal hold or our [Records Retention Policy].

## 5. CONFLICTS OF INTEREST

Avoid situations where your personal interests, or those of a family member or close friend, could influence your decisions at work. Examples include supervising or hiring a relative, having a financial interest in a supplier or competitor, or taking a second job that competes with us or affects your performance. Disclose any actual or potential conflict to [your manager / HR] in writing; most can be managed once they are known. See our [Conflict of Interest Policy].

## 6. GIFTS, ENTERTAINMENT AND ANTI-BRIBERY

Do not offer, give, ask for or accept anything of value to improperly influence a business decision. You may accept modest, occasional gifts or hospitality worth no more than $[amount] that are customary in business and not cash or cash equivalents. Report anything above that limit to [contact]. Never offer anything of value to a government official on the company's behalf without approval from [Legal / Compliance].

## 7. CONFIDENTIAL INFORMATION AND PRIVACY

Protect confidential information about the company, customers, candidates and coworkers, including personal data, pricing, plans and trade secrets. Access only the information you need for your job, share it only with people who are authorized, and follow our [Information Security / Acceptable Use Policy]. These obligations continue after you leave the company.

Nothing in this code prevents you from discussing your wages, hours or other terms and conditions of employment with coworkers or others, or from communicating with or filing a charge with a government agency.

## 8. COMPANY PROPERTY AND SYSTEMS

Use company equipment, vehicles, funds, systems and accounts for business purposes and with care. Limited personal use of [phones / computers] is allowed if it does not interfere with work or break any policy. Company systems may be monitored as permitted by law. Return all company property when you leave.

## 9. FAIR DEALING AND COMPLIANCE WITH LAW

Deal fairly with customers, suppliers and competitors. Do not make false claims about our products or services, and do not discuss prices or bids with competitors. Follow all laws and regulations that apply to your work, including [industry-specific rules, e.g. consumer protection, debt collection, healthcare privacy, food safety].

## 10. SOCIAL MEDIA AND PUBLIC STATEMENTS

Only authorized spokespeople may speak on behalf of the company to the media or on official accounts. When you post personally about work, make clear that the views are your own and do not share confidential information. This section does not restrict employees' rights to discuss working conditions.

## 11. SPEAKING UP AND NO RETALIATION

If you see or suspect a violation of this code, policy or law, report it to your manager, to [HR contact], or through [hotline phone number / web reporting link], which allows anonymous reports where permitted by law. We will look into reports promptly and as confidentially as possible.

[Company Name] prohibits retaliation against anyone who reports a concern in good faith or takes part in an investigation. Retaliation is itself a violation of this code.

## 12. VIOLATIONS

Violations of this code may lead to disciplinary action, up to and including termination of employment or contract, and may be reported to authorities where required. The company decides the appropriate action based on the facts. This code does not change the at-will nature of employment where it applies, and it is not a contract.

## 13. QUESTIONS AND UPDATES

Questions about this code go to [HR contact name, email, phone]. [Company Name] may update this code at any time; the current version is available at [location]. Effective date: [Date].

## EMPLOYEE ACKNOWLEDGMENT

☐ I have received and read the Code of Conduct, understand it applies to me, and know how to raise a concern.

**Employee name**

_____

**Employee ID**

_____

**Department / location**

_____

_____ _____

Employee signature Date

**Date**

_____