



## <Company Name> Ethics Policy

*Created by or for the SANS Institute. Feel free to modify or use for your organization. If you have a policy to contribute, please send e-mail to [stephen@sans.edu](mailto:stephen@sans.edu)*

### 1. Overview

<Company Name> purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every <Company Name> employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

<Company Name> is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When <Company Name> addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

<Company Name> will not tolerate any wrongdoing or impropriety at anytime. <Company name> will take the appropriate measures act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

### 2. Purpose

Our purpose for authoring a publication on ethics is to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

### 3. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at <Company Name>, including all personnel affiliated with third parties.

### 4. Policy

#### 4.1. Executive Commitment to Ethics

4.1.1. Top brass within <Company Name> must set a prime example. In any business practice, honesty and integrity must be top priority for executives.

4.1.2. Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.

4.1.3. Executives must disclose any conflict of interests regard their position within <Company Name>.

#### 4.2. Employee Commitment to Ethics

- 4.2.1. <Company Name> employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- 4.2.2. Every employee needs to apply effort and intelligence in maintaining ethics value.
- 4.2.3. Employees must disclose any conflict of interests regard their position within <Company Name>.
- 4.2.4. Employees will help <Company Name> to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

#### **4.3. Company Awareness**

- 4.3.1. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- 4.3.2. <Company Name> will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

#### **4.4. Maintaining Ethical Practices**

- 4.4.1. <Company Name> will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behavior.
- 4.4.2. Employees at <Company Name> should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- 4.4.3. <Company Name> has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

#### **4.5. Unethical Behavior**

- 4.5.1. <Company Name> will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.5.2. <Company Name> will not tolerate harassment or discrimination.
- 4.5.3. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- 4.5.4. <Company Name> will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 4.5.5. <Company Name> employees will not use corporate assets or business relationships for personal use or gain.

### **5. Enforcement**

- 5.1. Any infractions of this code of ethics will not be tolerated and <Company Name> will act quickly in correcting the issue if the ethical code is broken.
- 5.2. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment