Code of Conduct

*[Company Name] | Effective date: [YYYY-MM-DD] | Version: 1.0*

# 1. Purpose

This Code of Conduct (“Code”) sets out our standards for ethical, respectful, and lawful behavior.

It applies to all employees, contractors, directors, interns, and temporary workers.

# 2. Scope & Responsibilities

Comply with this Code, applicable laws, and all relevant company policies.

Leaders and managers have a special responsibility to model these standards and create a speak‑up culture.

# 3. Our Values

• Integrity: We do the right thing, even when no one is watching.

• Respect: We treat everyone with dignity and professionalism.

• Accountability: We own our decisions, outcomes, and impact.

• Customer focus: We protect our customers’ trust and data.

• Transparency: We communicate honestly, timely, and clearly.

# 4. Expected Behavior

• Be professional, inclusive, and constructive in all interactions—online and offline.

• Follow safety rules and maintain a clean, safe work environment.

• Use company assets and time responsibly and for legitimate business purposes.

• Safeguard confidential and personal data; share only on a need‑to‑know basis.

• Disclose and manage conflicts of interest proactively.

# 5. Unacceptable Behavior

• Harassment, discrimination, bullying, or retaliation of any kind.

• Fraud, theft, bribery, or any corrupt practices.

• Viewing or sharing illegal, hateful, or sexually explicit material on company systems.

• Dangerous conduct or possession of weapons in the workplace (unless legally required and authorized).

• Willful violation of health, safety, or security procedures.

# 6. Anti‑Harassment & Non‑Discrimination

We prohibit harassment and discrimination based on any protected characteristic.

Report incidents immediately through the channels in Section 13. All reports are taken seriously and investigated promptly.

# 7. Conflicts of Interest

A conflict exists when personal interests interfere with company interests (e.g., financial stakes in vendors, family relationships in reporting lines).

Disclose potential conflicts to HR/Compliance and follow the management plan (e.g., recusal from decisions).

# 8. Data Protection & Confidentiality

Handle personal information in accordance with applicable data protection laws (e.g., POPIA/GDPR) and company policies.

Use strong passwords, approved tools, and report suspected breaches immediately to Security.

# 9. Company Assets & Technology

Use equipment, networks, and software primarily for business purposes.

Follow information security, acceptable‑use, and BYOD policies. Do not install unapproved software or bypass security controls.

# 10. Communications & Social Media

Be accurate, respectful, and confidential‑aware in email, chat, and public posts.

Only authorized spokespeople may speak on behalf of the Company. Add disclaimers for personal opinions where appropriate.

# 11. Health, Safety & Environment

Follow safety rules and report hazards, injuries, or near misses immediately.

Support our environmental goals by reducing waste, conserving resources, and complying with EHS rules.

# 12. Anti‑Corruption, Gifts & Hospitality

We maintain zero tolerance for bribery and corruption.

Give/accept modest, lawful gifts only where appropriate, transparent, and never to influence a decision. Log as required by policy.

Never make facilitation payments or offer anything of value to public officials to gain an improper advantage.

# 13. Speaking Up & Non‑Retaliation

Report concerns via your manager, HR, Compliance, the Ethics Hotline, or email: [ethics@company.com]. Anonymous reporting may be available.

Retaliation against reporters or witnesses is strictly prohibited.

# 14. Investigations & Consequences

The Company may investigate potential violations fairly and confidentially.

Outcomes may include coaching, disciplinary action (up to termination), and reporting to authorities where required.

# 15. Remote & Hybrid Work

Protect confidential information in shared spaces; lock screens and secure documents.

Follow timekeeping and availability expectations set by your manager.

# 16. Suppliers & Third Parties

We expect suppliers, partners, and contractors to meet equivalent standards (see Supplier Code of Conduct).

Report third‑party misconduct to Procurement or Compliance.

# 17. Employee Acknowledgment

I acknowledge that I have read and understand this Code of Conduct and agree to comply with it.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

# 18. Related Policies

Acceptable Use Policy • Information Security Policy • Anti‑Harassment Policy • Anti‑Bribery & Corruption Policy • Disciplinary Policy • Data Protection Policy.

# 19. Definitions

“Company Assets” include devices, networks, software, tools, facilities, and intellectual property.

“Confidential Information” means non‑public information that could harm the Company or its stakeholders if disclosed.

# 20. Revision History

Version 1.0 — Initial release on [YYYY‑MM‑DD].

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