**Employee Code of Conduct**

# Introduction

The Code of Conduct outlines the expectations of employee behavior. Respect for company property, professionalism in the workplace, and adherence to policies ensure a productive and positive work environment.

# Respect for Company Property

Employees must use company property responsibly and for its intended purpose. Misuse, damage, or vandalism is strictly prohibited.

# Professionalism

Professionalism must be upheld in all aspects of job duties and interactions. Corruption, abuse of authority, and conflict of interest are not tolerated. Collaboration, communication, and punctuality are expected.

# Disciplinary Actions

Violations of the Code of Conduct may result in disciplinary actions, including but not limited to demotion, suspension, or termination. The severity of the action will match the nature of the

violation.

# Disclaimer

This document is a guideline and should be used as a reference, subject to local, state, and federal laws. It is not a legal document and does not assume legal liability.

# Acknowledgement

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I acknowledge that I have read and understand the Employee Code of Conduct, and I commit to adhering to its principles and regulations.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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