# **Employee Code of Conduct**

Your [Employee Code of Conduct](https://resources.workable.com/employee-code-of-conduct-company-policy) is one of the most important parts of your Employee Handbook. We created a code of conduct template to help you communicate your expectations to your employees in a clear and tactful manner.

Download this Code of Conduct for Employees template in .doc format by clicking on the link at the bottom of this page.

*Keep in mind that this template is not a legal document and may not take into account all relevant local or national laws. Please ask your attorney to review your finalized policy documents or Handbook.*

Contents:

* Dress code
* Cyber security and digital devices
  + Internet usage
  + Cell phone
  + Corporate email
  + Social media
* Conflict of interest
* Employee relationships
  + Fraternization
  + Employment of relatives
* Workplace visitors
* Solicitation and distribution

# Employee Code of Conduct template

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can’t cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

## **Dress code**

Our company’s [official dress code](https://resources.workable.com/dress-code-company-policy) is [*Business/ Business Casual/ Smart Casual/ Casual.*] This includes [*slacks/ loafers/ blouses/ boots.*] However, an employee’s position may also inform how they should dress. If you frequently meet with clients or prospects, please conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing clothes that are unprofessional (e.g. workout clothes.)

As long as you conform with our guidelines above, we don’t have specific expectations about what types of clothes or accessories you should wear.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

## **Cyber security and digital devices**

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to [ensure security](https://resources.workable.com/cyber-security-policy) and protect our assets.

### **Internet usage**

Our corporate [internet connection is primarily for business](https://resources.workable.com/internet-usage-policy). But, you can occasionally use our connection for personal purposes as long as they don’t interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you’re asked to.

You must not use our internet connection to:

* Download or upload obscene, offensive or illegal material.
* Send confidential information to unauthorized recipients.
* Invade another person’s privacy and gain access to sensitive information.
* Download or upload pirated movies, music, material or software.
* Visit potentially dangerous websites that can compromise our network and computers’ safety.
* Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

### **Cell phone**

We allow [use of cell phones at work](https://resources.workable.com/cell-phone-company-policy). But, we also want to ensure that your devices won’t distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

* Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
* Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
* Avoid playing games on your phone or texting excessively.
* Don't use your phone for any reason while driving a company vehicle.
* Don’t use your phone to record confidential information.
* Don’t download or upload inappropriate, illegal or obscene material using our corporate internet connection.

Also, you must not use your phone in areas where cell phone use is explicitly prohibited (e.g. laboratories.)

### **Corporate email**

Email is essential to our work. You should use your [company email](https://resources.workable.com/email-usage-policy-template) primarily for work, but we allow some uses of your company email for personal reasons.

* **Work-related use**. You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
* **Personal use**. You can use your email for personal reasons as long as you keep it safe, and avoid spamming and disclosing confidential information. For example, you can send emails to friends and family and download ebooks, guides and other safe content for your personal use.

### **Our general expectations**

No matter how you use your corporate email, we expect you to avoid:

* Signing up for illegal, unreliable, disreputable or suspect websites and services.
* Sending unauthorized marketing content or emails.
* Registering for a competitor’s services, unless authorized.
* Sending insulting or discriminatory messages and content.
* Spamming other people’s emails, including your coworkers.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe, ask our [*Security Specialists*.]

## **Social media**

We want to provide practical advice to prevent careless use of [social media in our workplace](https://resources.workable.com/social-media-company-policy). We address two types of social media uses: using personal social media at work and representing our company through social media.

### **Using personal social media at work**

You are permitted to access your personal accounts at work. But, we expect you to act responsibly, according to our policies and ensure that you stay productive. Specifically, we ask you to:

* **Discipline yourself**. Avoid getting sidetracked by your social platforms.
* **Ensure others know that your personal account or statements don’t represent our company.** For example, use a disclaimer such as “opinions are my own.”
* **Avoid sharing intellectual property (e.g trademarks) or confidential information**. Ask your manager or PR first before you share company news that’s not officially announced.
* **Avoid any defamatory, offensive or derogatory content.** You may violate our company’s anti-harassment policy if you direct such content towards colleagues, clients or partners.

### **Representing our company through social media**

If you handle our social media accounts or speak on our company’s behalf, we expect you to protect our company’s image and reputation. Specifically, you should:

* Be respectful, polite and patient.
* Avoid speaking on matters outside your field of expertise when possible.
* Follow our confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
* Coordinate with our [*PR/Marketing department*] when you’re about to share any major-impact content.
* Avoid deleting or ignoring comments for no reason.
* Correct or remove any misleading or false content as quickly as possible.

## **Conflict of interest**

When you are experiencing a [conflict of interest](https://resources.workable.com/conflict-of-interest-company-policy), your personal goals are no longer aligned with your responsibilities towards us. For example, owning stocks of one of our competitors is a conflict of interest.

In other cases, you may be faced with an ethical issue. For example, accepting a bribe may benefit you financially, but it is illegal and against our business code of ethics. If we become aware of such behaviour, you will lose your job and may face legal trouble.

For this reason, conflicts of interest are a serious issue for all of us. We expect you to be vigilant to spot circumstances that create conflicts of interest, either to yourself or for your direct reports. Follow our policies and always act in our company’s best interests. Whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

## **Employee relationships**

We want to ensure that relationships between employees are appropriate and harmonious. We outline our guidelines and we ask you to always behave professionally.

### **Fraternization**

[Fraternization](https://resources.workable.com/fraternization-policy) refers to dating or being friends with your colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and we prohibit them explicitly.

### **Dating colleagues**

If you start dating a colleague, we expect you to maintain professionalism and keep personal discussions outside of our workplace.

You are also obliged to respect your colleagues who date each other. We won’t tolerate sexual jokes, malicious gossip and improper comments. If you witness this kind of behavior, please report it to HR.

### **Dating managers**

To avoid accusations of favoritism, abuse of authority and sexual harassment, supervisors must not date their direct reports. This restriction extends to every manager above an employee.

Also, if you act as a hiring manager, you aren’t allowed to hire your partner to your team. You can refer them for employment to other teams or departments where you don’t have any managerial or hiring authority.

### **Friendships at work**

Employees who work together may naturally form friendships either in or outside of the workplace. We encourage this relationship between peers, as it can help you communicate and collaborate. But, we expect you to focus on your work and keep personal disputes outside of our workplace.

### **Employment of relatives**

Everyone in our company should be hired, recognized or promoted because of their skills, character and work ethic. We would not like to see phenomena of nepotism, favoritism or conflicts of interest, so we will place some restrictions on [hiring employees’ relatives](https://resources.workable.com/employment-of-relatives-company-policy).

To our company, a “relative” is someone who is related by blood or marriage within the third degree to an employee. This includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.

As an employee, you can refer your relatives to work with our company. Here are our only restrictions:

* [*You must not be involved in a supervisory/reporting relationship with a relative*.]
* [*You cannot be transferred, promoted or hired inside a reporting relationship with a relative*.]
* [*You cannot be part of a hiring committee, when your relative is interviewed for that position*.]

If you become related to a manager or direct report after you both become employed by our company, we may have to [*transfer one of you*.]

## **Workplace visitors**

If you want to invite a [visitor to our offices](https://resources.workable.com/workplace-visitor-policy-template), please ask for permission from our [*HR Manager/ Security Officer/ Office Manager*] first. Also, inform our [*reception/ gate/ front-office*] of your visitor’s arrival. Visitors should sign in and show identification. They will receive passes and will be asked to return them to [*reception/ gate/ front-office*] once their visit is complete.

When you have office visitors, you also have responsibilities. You should:

* Always tend to your visitors (especially when they are underage.)
* Keep your visitors away from areas where there are dangerous machines, chemicals, confidential records or sensitive equipment.
* Prevent your visitors from proselytizing your colleagues, gathering donations or requesting participation in activities while on our premises.

Anyone who delivers orders, mail or packages for employees should remain at our building’s reception or gate. If you are expecting a delivery, [*front office employees/ security guards*] will notify you so you may collect it.

## **Solicitation and distribution**

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g. religious proselytism, asking for petition signatures.) Distribution means disseminating literature or material for commercial or political purposes.

[We don’t allow solicitation](https://resources.workable.com/solicitation-company-policy) and distribution by non-employees in our workplace. As an employee, you may solicit from your colleagues only when you want to:

* Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring.)
* Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by our company.
* Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering.)
* Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all cases, we ask that you do not disturb or distract colleagues from their work.

## **Employment contract types**

Full-time employees work at least [*30 hours]* per week or [*130 hours*] per month on average.

Part-time employees are those who work fewer than [*30 hours*] per week.

Full-time and part-time employees can have either temporary or indefinite duration contracts. Full-time employees under an indefinite duration contract are entitled to our company’s full benefits package.

[*Insert this if employees are in the U.S: We remind you that, in the U.S., employment is “at-will.” This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason(s).*]

## **Equal opportunity employment**

[*Company’s name*] is an [equal opportunity employer](https://resources.workable.com/equal-opportunity-company-policy). We don’t tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We want all employees (including executives and HR) to treat others with respect and professionalism. In practice, this means that we:

* [*Hire and promote people based on skills, experience or potential and try to reduce bias in every process (e.g. through structured interviews.)*]
* [*Make accommodations to help people with disabilities move about safely on our premises and use our products, services and equipment*.]
* [*Use inclusive, diversity-sensitive language in all official documents, signs and job ads*.]
* [*Conduct diversity and communication training*.]

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to HR. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates will face disciplinary action.

## **Recruitment and selection process**

Our hiring steps might vary across roles, but we always aim for a [recruitment and selection process](https://resources.workable.com/recruitment-company-policy) that is fair and effective in hiring great people. If you are hiring for an open role, you will likely go through these steps:

1. Identify the need for a new job opening.
2. Decide whether to hire externally or internally.
3. Review job descriptions and write a job ad.
4. Get approval for your job ad.
5. Select appropriate sources (external or internal) to post your job opening.
6. Decide on hiring stages and possible timeframes.
7. Review resumes in our company database/ATS.
8. Source passive candidates.
9. Shortlist applicants.
10. Screen and interview candidates.
11. Run background checks and check references.
12. Select the most suitable candidate.
13. Make an official offer.

Steps may overlap, so skip steps when appropriate. Each member of a hiring team might have different responsibilities (e.g. recruiters source and hiring managers interview candidates.)

Throughout this process, we aim to keep candidates informed, communicate well with each other and give everyone an equal opportunity to work with us. Ask our recruiters for help whenever you need to enhance candidate experience or write an inclusive job description.

### **Background checks**

If you want to [run background checks](https://resources.workable.com/background-check-policy) on candidates, ask HR for guidance. This process is sensitive and we must always abide by laws and ensure candidates understand our intentions. As a general rule, commission a background check for finalists only. Use our contracted provider and ensure you have your candidates’ permission.

### **Referrals**

If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for [*$3000*] referral bonus or [*a trip to a destination of your choice/ Amazon coupons*.] Our [employee referral rewards](https://resources.workable.com/employee-referral-program-policy) may be higher if we hire your referred candidate in a hard-to-fill role. For example, if we hire your referral for the position of [*Data Scientist*], you may receive [*$6000.*]

Additional rules for rewards:

* We guarantee that rewards will be paid out within [*a month*] of the date we hired a candidate.
* There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
* If two or more employees refer the same candidate, only the first referrer will receive the referral incentives.
* Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

### **Who can be referred?**

We have two conditions for candidates who can qualify you for our rewards. They should:

* Have not applied to our company for at least a year.
* Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to our [*HR/recruiters/Talent Acquisition Manager*] with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that rewards may be subject to taxation. Please contact HR or our referral program manager for more information.

## **Attendance**

We expect you to be present during your [scheduled working hours](https://resources.workable.com/attendance-company-policy). If you face an emergency that prevents you from coming to work one day, contact your manager as soon as possible. We will excuse unreported absences in cases of [*serious accidents, acute medical emergencies*.] But, whenever possible, we should know when you won’t be coming in.

# **Employee Compensation and Development**

Your employee compensation and development policies help you explain how you reward your employees and motivate them to achieve even better results. Use our template as part of your complete Employee Handbook.

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Contents:

* Compensation status
  + Overtime
* Payroll
* Performance management
  + How we expect managers to lead employees
* Employee training and development

# Compensation & development template

In this section, we outline our guidelines for compensating employees according to their employment status. We also describe our performance management and employee development policies.

## **Compensation status**

[*Insert this section if you are covered by the Fair Labor Standards Act (FLSA) in the U.S*.]

There are two [types of employees](https://resources.workable.com/employee-classification-company-policy) under FLSA guidelines:

* Non-exempt employees, who are covered by the FLSA’s minimum wage and overtime provisions.
* Exempt employees, who aren’t covered by the FLSA because they meet three exemption criteria: (a) they are paid at least [*$23,600*] per year ([*$455*] per week), (b) they are paid on a salary basis, and (c) they perform exempt job duties ("executive," "professional" and "administrative.") Most employees must meet all three criteria to be exempt.

If you are unsure as to whether you should be exempt or not, please ask HR to clarify your status.

The FLSA excludes some types of jobs (e.g. railroad workers, truck drivers) because they are covered by other federal laws. Some other workers, like outside salespeople, are excluded by definition. Feel free to ask HR for clarifications any time.

### **Overtime**

Occasionally, we may need you to work more than your regular working hours. We will [pay for overtime work](https://resources.workable.com/overtime-company-policy) according to local and national laws.

[*Insert this if employees are in the U.S: If you are an exempt employee, you are not entitled to overtime pay by federal law. In the event that an exempt employee must work overtime, we will set a cap for overtime hours at [10 hours per week] to prevent overworking and burnout.*

*If you are a non-exempt employee, you are entitled to overtime pay of one and a half times your wage. Please record your overtime hours accurately, so we can calculate your pay correctly. We also ask you to work overtime only after it’s authorized by your supervisor to make our record-keeping easier*.]

## **Payroll**

We pay your salary or wage [*at the end of month/ every 15th and end of month*] by [*checks/ bank transfers/ cash*.] If you are an hourly employee, you should be diligent [*in clocking in and out/using our timesheet software*] so we can accurately calculate your pay.

## **Performance management**

We have built our [performance management practices](https://resources.workable.com/employee-performance-review-policy-template) to:

* Ensure you understand your job responsibilities and have specific goals to meet.
* Provide you with actionable and timely feedback on your work.
* Invest in development opportunities that help you grow professionally.
* Recognize and reward your work in financial or non-financial ways (e.g. employee awards.)

To meet these objectives, we have:

Established [*annual/ bi-annual/ quarterly*] performance reviews. During these reviews, your manager will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, managers aim to recognize employees who are good at their jobs, identify areas of improvement and talk about career moves. Pay increases or bonuses are not guaranteed. But, we encourage managers to recommend rewards for their team members when they deserve them. There won’t be any forced ranking or other comparison between employees, as our goal is to help all employees improve and develop their careers.

Instructed all managers to meet with their team members once per [*week*] to provide feedback and talk about their work and motivations. This way, you can receive feedback in a timely manner and avoid surprises during your [*annual/ bi-annual/ quarterly*] performance review.

### **How we expect managers to lead employees**

If you manage a team, you are responsible for your team members’ performance. To conduct effective regular meetings and performance evaluations, we expect you to:

* **Set clear objectives**. Your team members should know what you expect of them. When you first hire someone to your team, ensure they understand their job duties. Set specific goals for each team member (and team-wide if applicable.) Revisit those goals during [*annual/ bi-annual/ quarterly*] performance reviews.
* **Provide useful feedback**. During scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
* **Keep your team members involved**. There should be two-way communication between you and your team. Make your expectations clear, but always take your team members’ motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
* **Keep logs with important incidents about each one of your team members**. These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

## **Employee training and development**

We owe our success to our employees. To show our gratitude, we will invest in our [employees professional development](https://resources.workable.com/employee-development-company-policy). We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

Each employee has [*$1,000*] annually to spend on educational activities or material. Subscriptions and books are included in this budget, unless they are necessary for you to complete your everyday duties. Send your expenses to HR [*by email/ expenses software*.]

Apart from online courses, we offer these training opportunities:

* Formal training sessions (individual or corporate.)
* Employee coaching and mentoring.
* Seats at industry conferences.
* On-the-job training.
* Job shadowing.
* Job rotation.

Development is a collective process. Team members and managers should regularly discuss learning needs and opportunities. And it’s HR’s responsibility to facilitate any development activities and processes.