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**Employee codes of conduct – a guide for employers**

A code of conduct protects your business and informs employees of expectations. Even the smallest of organisations should develop a code of conduct, ideally coupled with an employee handbook, the benefits outweighing the time and cost of producing them.

## What is a Code of Conduct?

An employee code of conduct includes expectations and defines acceptable behaviours. It differs from a code of ethics in that it contains information relevant to the individual and their behaviour on the job.

## Purpose of a Code of Conduct

The purpose of a code of conduct is to develop and maintain a standard of conduct, acceptable to the company, its vendors, customers and other employees. Differing from industry-to-industry, the conduct code usually includes behaviour guidelines consistent with company policies and reflects the company image. It also serves to remind the employee of what is expected of them in their actions, appearance, conduct and demeanour.

## Example if Information to Include

* Prohibitions on illegal activities,
* Drugs, Alcohol & smoking policy
* Foul & abusive language,
* Discrimination and harassment.
* Cash handling

You may also include confidentiality expectations, procedures for customer service, calling in sick, expected dress and appearance and reporting procedures in emergencies.

**For help, support and advice on the above or on any of your HR & Payroll needs please feel free to contact us.**

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