

# Code of Conduct

**Effective Date:** April 7, 2025

**Last Revised:** April 7, 2025

**Policy Owner:** Human Resources Department

## Purpose

This Code of Conduct outlines the expectations for employee behavior within [Company Name] and represents our commitment to creating a respectful, ethical, and productive work environment.

## Scope

This policy applies to all employees, contractors, consultants, temporary workers, and any other individuals representing [Company Name] in any capacity.

## Policy

### Professional Conduct

Employees are expected to:

1. Perform their duties with honesty, integrity, and professionalism
2. Treat colleagues, customers, partners, and stakeholders with respect and dignity
3. Comply with all applicable laws, regulations, and company policies
4. Maintain confidentiality of sensitive information
5. Report any violations of this code promptly

### Workplace Respect

[Company Name] is committed to maintaining a workplace free from:

- Harassment and discrimination
- Bullying and intimidation
- Threatening behavior
- Violations of personal boundaries

### Conflict of Interest

Employees must:

- Disclose any potential conflicts of interest
- Avoid situations where personal interests conflict with company interests
- Never use company position for personal gain
- Obtain approval before accepting outside employment, board positions, or significant volunteer roles

## **Use of Company Resources**

Company resources, including time, equipment, information, and facilities, should be used for legitimate business purposes. Limited personal use may be permitted provided it:

- Does not interfere with work performance
- Does not incur significant cost
- Complies with all company policies

## **Communication**

All communications should be:

- Truthful and accurate
- Professional and respectful
- Consistent with company values
- Compliant with confidentiality requirements

## **Violations and Reporting**

Employees who violate this Code of Conduct may be subject to disciplinary action, up to and including termination. Suspected violations should be reported to:

- A direct supervisor
- Human Resources
- The Ethics Hotline: [Phone Number]
- Email: [ethics@companyname.com](mailto:ethics@companyname.com)

[Company Name] prohibits retaliation against any employee who reports a violation in good faith.

## **Acknowledgment**

I acknowledge that I have read and understand the [Company Name] Code of Conduct. I agree to abide by its principles and understand that violations may result in disciplinary action.

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Employee Signature                      Date

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Employee Name (Printed)