**Add stock/company or document related Image here,**

*Once you add image, click on it got to “Picture format” and then from “Arrange” tab go to the “sent to back” and click sent to back option. Also make sure the wrap the image “behind text” is also checked. And manually position image.*

Code of Conduct Template

**Updated: January 22, 2025**

Prepared For: [Enter your client name here]

Completed By: [enter your team name here]

**Add Your Company Logo/Name here**

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# Code of Conduct Template

## How to Use This Document

1. **Customize for Your Business:** Add your company name, logo, and any industry-specific policies to personalize the template.
2. **Review with Legal Counsel:** Ensure the document complies with applicable laws and regulations in your jurisdiction.
3. **Distribute to Employees:** Share the Code of Conduct with employees during onboarding and periodically for reinforcement.
4. **Acknowledge Receipt:** Have employees sign an acknowledgment form to confirm their understanding and agreement to abide by the Code of Conduct.

## Customizable Features

1. **Logo Placement**

* Insert your company logo at the top of the document.

1. **Company-Specific Policies**

* Add or adjust sections to include policies unique to your organization.

1. **Acknowledgment Form**

* Include a detachable acknowledgment form for employees to sign and return.

**[Company Name] Code of Conduct**

**Effective Date:** [Insert Date]

**Version:** [Insert Version Number]

**Purpose**

The purpose of this Code of Conduct is to outline the principles and standards of behavior expected from all employees, contractors, and representatives of [Company Name].

It serves as a framework to ensure ethical conduct, professionalism, and compliance with legal and company policies.

**Disclaimer:** This Code of Conduct serves as a guideline for expected behaviors and ethical standards within [Company Name]. It is not an exhaustive list of all possible scenarios. The company reserves the right to update or amend the Code of Conduct as necessary to reflect evolving legal and organizational requirements

# Section 1: Core Principles

## Integrity

* Employees are expected to demonstrate honesty and transparency in all business dealings. This includes providing accurate information, avoiding conflicts of interest, and fostering trust with colleagues, clients, and stakeholders.
* Misrepresentation, fraud, or unethical practices are strictly prohibited and will be addressed with appropriate disciplinary actions.

## Respect

* All employees are required to cultivate an inclusive and supportive work environment by treating colleagues, customers, and stakeholders with dignity and fairness.
* The company promotes open communication and discourages any form of disrespectful behavior, including condescension, passive-aggressiveness, or hostility**.**

## Accountability

* Employees must own the outcomes of their actions, both successes and shortcomings, and take proactive steps to correct mistakes.
* Regularly evaluate personal performance to ensure alignment with the company’s mission, values, and objectives.

## Compliance

* Employees must adhere to all local, provincial, and federal laws, as well as industry standards and internal company policies.
* Employees are responsible for understanding and following policies, including attendance, safety, data protection, and ethical guidelines, as outlined in company documentation.
* Non-compliance with legal or regulatory obligations can result in disciplinary action and potential legal consequences.

## Confidentiality

* Employees must safeguard sensitive information, including trade secrets, customer data, financial records, and proprietary processes.
* Sharing or accessing confidential information without proper authorization is strictly forbidden and may lead to legal or disciplinary consequences.
* Maintain discretion when discussing company matters, particularly in public or online forums.

# Section 2: Workplace Behavior and Expectations

## Professional Conduct

* Employees should exhibit professionalism in communication, demeanor, and actions, ensuring positive representation of the company at all times.
* Avoid behaviors such as gossip, inappropriate humor, or personal disputes that could negatively impact the workplace culture or reputation of the company.

## Anti-Discrimination and Harassment

* [Company Name] fosters a culture of equity and inclusion. Discrimination or harassment based on race, gender, age, religion, sexual orientation, disability, or any other protected status is strictly prohibited.
* Employees are encouraged to speak up and report incidents of harassment or discrimination, which will be addressed promptly and confidentially.

## Health and Safety

* Employees must adhere to safety protocols, use provided safety equipment correctly, and maintain a clean and orderly work environment.
* Unsafe behavior, negligence, or failure to report hazards may result in disciplinary measures.

## Use of Company Resources

* Company resources, including equipment, technology, and finances, should be used responsibly and only for legitimate business activities.
* Personal use of resources should be minimal and must not interfere with productivity or the security of company operations.

## Substance Use

* The company prohibits the use, possession, or distribution of illegal substances during work hours or on company premises.
* Employees must not work under the influence of drugs or alcohol, except for reasonable consumption during approved company events.

# Section 3: Ethical Decision-Making

**When confronted with ethical dilemmas, employees should evaluate decisions by asking:**

* Is the action compliant with company policies, legal requirements, and ethical guidelines?
* Would I be comfortable explaining this decision to my colleagues, supervisor, or the public?
* Will the decision maintain or improve trust and relationships with the company’s stakeholders?
* Could this action have unintended negative consequences for the company, colleagues, or stakeholders?

# Section 4: Reporting Violations

* Employees are encouraged to report suspected violations of the Code of Conduct to their manager or a designated reporting officer. Reports may also be submitted confidentially through [insert reporting contact/email or anonymous reporting tool].
* The company is committed to a no-retaliation policy, ensuring employees can report violations without fear of adverse consequences.
* Investigations will be conducted promptly and thoroughly, with appropriate confidentiality maintained throughout the process.

# Section 5: Consequences of Non-Compliance

* Employees found in violation of the Code of Conduct may face consequences, including:
  + Verbal or written warnings.
  + Suspension or termination of employment.
  + Legal action for violations involving criminal activity or breaches of regulatory compliance.
* The severity of disciplinary actions will depend on the nature and impact of the violation.

# Section 6: Social Media Conduct

## Purpose

This section outlines the expectations and guidelines for employees regarding the use of social media to ensure professional behavior, protect company reputation, and maintain compliance with applicable laws, including the Ontario Human Rights Code, the Personal Information Protection and Electronic Documents Act (PIPEDA), and workplace regulations.

## General Expectations

* Employees must ensure that their social media activities do not conflict with the company’s values, policies, or professional reputation.
* Social media use, both during and outside work hours, must adhere to this Code of Conduct and applicable laws.
* Employees must clearly distinguish personal opinions from the views of the company, especially when their affiliation with the company is known or can be inferred.

## Social Media During Work Hours

* Employees are permitted to use social media during work hours only if it is directly related to their job responsibilities or during designated breaks.
* Excessive personal use of social media during work hours is prohibited and may lead to disciplinary actions.

## Representing the Company

* Employees may only speak on behalf of the company on social media if explicitly authorized to do so.
* When posting as a company representative, employees must:
  + Use professional language and tone.
  + Ensure all content is accurate, relevant, and compliant with company policies and legal obligations.
  + Avoid sharing confidential, proprietary, or sensitive information.

## Personal Social Media Use

Employees must be mindful that their personal social media activities may impact the company’s reputation. To maintain professionalism, employees should**:**

* Avoid posting content that is discriminatory, offensive, or harmful to any individual or group.
* Refrain from making derogatory remarks about the company, its clients, or colleagues.
* Avoid engaging in social media discussions or arguments that could reflect poorly on the company.

## Confidentiality on Social Media

* Employees must not disclose or reference confidential company information, trade secrets, client data, or sensitive workplace matters on social media platforms.
* Avoid posting photos, videos, or content from the workplace without prior approval, especially if it includes company branding, materials, or client interactions.

## Reporting Inappropriate Social Media Use

* Employees who encounter inappropriate content or behavior on social media that could harm the company’s reputation are encouraged to report the issue to their supervisor or HR immediately.
* Examples of inappropriate use include, but are not limited to:
  + Sharing false or misleading information about the company.
  + Posting offensive, discriminatory, or inflammatory comments linked to the workplace.

## Consequences of Violating Social Media Policy

* Non-compliance with this policy may result in disciplinary actions, including warnings, suspension, or termination, depending on the severity of the violation.
* In cases where social media misuse involves illegal activity, the company may report the incident to the appropriate authorities.

# Legal Compliance Reminder

Employees should be aware that Ontario's Human Rights Code and other applicable laws prohibit harassment, discrimination, and retaliation, including on social media. Violations may have legal repercussions beyond company disciplinary measures.

# Acknowledgment Form

## Acknowledgment of Receipt and Agreement to Abide by the Code of Conduct

I, [Employee Name], acknowledge that I have received, read, and understand the [Company Name] Code of Conduct.

I agree to abide by its principles, policies, and guidelines as a condition of my employment or association with [Company Name].

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By adhering to this Code of Conduct, [Company Name] aims to foster a positive, productive, and ethical workplace culture.

**Please delete the last page once you are done.**

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**A colorful logo on a black background

Description automatically generated**

**Email:** [contact@prosupporthr.ca](mailto:contact@prosupporthr.ca)

**Phone:** 289-628-1484

**Website:** <https://prosupporthr.ca>

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