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

*Once you add image, click on it got to “Picture format” and than 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.*

Employee Code of   
Conduct Template

**For Use in the Health Sector**

**Updated: April 6, 2025**

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**Add Your Company Logo/Name here**

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# Disclaimer:

This **Business Continuity & Emergency Preparedness Plan** is a **general framework** This **Employee Code of Conduct Template** is a general guideline designed to help businesses establish workplace behavior expectations. This document does **not** constitute legal advice and should be reviewed by an HR professional or legal expert before implementation. Employers should ensure compliance with **Ontario Employment Standards Act (ESA), Human Rights Code, Occupational Health and Safety Act (OHSA), and other relevant regulations.**

# How to Use This Document

This **Employee Code of Conduct Template** is designed to provide a structured framework for workplace behavior, ethics, and compliance. Employers should:

* **Customize the document** – Adjust policies based on company size, industry, and internal culture.
* **Review for legal compliance** – Ensure alignment with **Ontario ESA, OHSA, AODA, and Human Rights Code**.
* **Distribute to all employees** – Provide this document during **onboarding and annual policy reviews**.
* **Require acknowledgment** – Have employees sign the acknowledgment section to confirm they understand and agree to the policies.
* **Enforce policies consistently** – Apply disciplinary actions **fairly** and **transparently**.

Employers should regularly **update this document** based on changes in **labor laws or company policies**.

# Introduction

At **[Company Name]**, we believe that maintaining a professional and respectful workplace is essential to our success. This **Employee Code of Conduct** outlines the ethical and behavioral expectations for all employees. It sets forth standards for professional interactions, compliance with workplace policies, and responsibilities towards the company and colleagues.

All employees are expected to **read, understand, and adhere** to the policies outlined in this document.

# Purpose & Scope

This Code of Conduct applies to **all employees, contractors, and representatives** of [Company Name]. The purpose of this document is to:

* Define acceptable and unacceptable behaviors in the workplace.
* Ensure compliance with employment laws and workplace policies.
* Foster a safe, inclusive, and respectful work environment.
* Establish a framework for disciplinary actions in cases of misconduct.

# Company Core Values

[Company Name] is committed to upholding the following core values:

* **Integrity** – Employees must act with honesty and accountability.
* **Respect** – All employees should treat one another with professionalism and fairness.
* **Diversity & Inclusion** – We support an environment where everyone feels valued and included.
* **Compliance** – Adhering to workplace policies, labor laws, and industry regulations.

# Standards of Conduct

## A. Professional Behavior

Employees are expected to conduct themselves in a professional and ethical manner, including but not limited to:

* Maintaining a **respectful and cooperative attitude** towards colleagues, clients, and vendors.
* Avoiding **gossip, workplace bullying, and unprofessional conflicts**.
* Dressing appropriately according to the **company dress code policy**.

## B. Anti-Discrimination & Harassment

[Company Name] is committed to providing a **harassment-free and discrimination-free workplace**. Employees must adhere to:

* **Ontario Human Rights Code**, which prohibits workplace discrimination based on race, gender, age, disability, religion, sexual orientation, etc.
* **Zero tolerance** for workplace harassment, including sexual harassment, verbal abuse, and physical intimidation.
* **Reporting procedures** – Employees who experience or witness harassment should report it immediately to HR.

## C. Confidentiality & Data Protection

Employees must:

* Protect confidential company and client information.
* Avoid unauthorized sharing of sensitive documents, trade secrets, or customer data.
* Adhere to **PIPEDA (Personal Information Protection and Electronic Documents Act)** for data security compliance.

## D. Workplace Safety & Compliance

Employees are required to:

* Follow Occupational Health and Safety Act (OHSA) guidelines.
* Report any unsafe work conditions or workplace injuries to management.
* Avoid workplace violence and comply with safety training programs.

# Conflict of Interest

Employees should not engage in activities that create a conflict of interest, such as:

* Accepting gifts, favors, or payments from clients/vendors in exchange for preferential treatment.
* Engaging in business dealings that compete with the company’s interests.
* Using company resources for personal gain.

# Attendance & Punctuality

* Employees are expected to arrive on time and follow their assigned work schedules.
* Absences must be reported in accordance with company leave policies.
* Chronic lateness or absenteeism may result in disciplinary action.

# Use of Company Resources

Employees must use **company resources, equipment, and property responsibly**.

Misuse includes:

* Unauthorized personal use of company computers, emails, or phones.
* Downloading or distributing inappropriate or illegal content.
* Removing company property without proper authorization.

# Disciplinary Actions

Violations of this Code of Conduct will result in disciplinary measures, which may include:

1. **Verbal Warning** – Initial notice for minor infractions.
2. **Written Warning** – Formal documentation of misconduct.
3. **Suspension** – Temporary removal from duties.
4. **Termination** – For repeated or severe violations.

In cases of gross misconduct, immediate termination **without prior warning** may occur. All disciplinary actions will comply with **Ontario ESA and labor laws**.

# Acknowledgment & Agreement

I, **[Employee Name]**, acknowledge that I have read, understood, and agree to comply with the **Employee Code of Conduct** of [Company Name].

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

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

**Manager/Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Final Notes

This document is designed to help businesses prepare for unexpected disruptions while maintaining operational resilience. Employers should tailor this plan to their specific risks and industry requirements.

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

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