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 **Code of Conduct Template**

[Organization Name]

This Workplace Code of Conduct (“Code”) establishes the principles, expectations, and ethical standards that all employees of [Company Name] are required to uphold. By adhering to this Code, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organizational objectives.

## 1. Scope and applicability

This Code applies to all employees of [Company Name], regardless of their position or location.

Contractors and temporary staff are also expected to adhere to this Code while working for or on behalf of the company.

## 2. Core values and principles

Our core values guide our decisions and actions:

[List the company’s core values and principles.]

## 3. Professionalism

Employees must exhibit professionalism through punctuality, reliability, and the consistent delivery of high-quality work. This includes treating colleagues, clients, and stakeholders with respect and courtesy.

## 4. Respect and inclusion

[Company Name] is committed to creating a workplace where diversity is valued, and everyone feels respected and included. Any form of harassment, discrimination, or bullying will not be tolerated.

## 5. Integrity and ethics

Employees are expected to demonstrate integrity and the highest ethical standards. This includes avoiding conflicts of interest, safeguarding confidential information, and always acting in the company’s best interest.

## 6. Dress code

Employees are expected to dress in a manner that is appropriate for their role and the work environment.

## 7. Use of technology and social media

Company-provided technology should be used responsibly and in accordance with company policies. Employees are prohibited from sharing confidential information on social media or other public platforms without prior authorization.

## 8. Health and safety

Maintaining a safe and healthy workplace is the responsibility of all employees. Compliance with health and safety regulations is mandatory, and any hazards or unsafe conditions should be reported immediately.

## 9. Conflict resolution

Workplace conflicts should be addressed professionally and respectfully. Employees are encouraged to resolve conflicts through direct communication. If needed, supervisors or HR are available to facilitate the resolution process.

## 10. Reporting mechanisms

Employees are encouraged to report any unethical behavior or violations of this Code. [Company Name] is committed to protecting the anonymity and safety of individuals who report misconduct.

## 11. Consequences of non-compliance

Failure to comply with this Code may result in disciplinary action, up to and including termination of employment or contract. Adhering to this Code helps maintain the integrity and success of [Company Name].