

# Standard Workplace Behavior Guidelines

These guidelines establish the standard of conduct expected from all employees to promote a professional and respectful work environment.

## 1. Purpose

To provide clear expectations of workplace behavior and foster a positive and collaborative atmosphere.

## 2. Scope

These guidelines apply to all employees, contractors, and visitors in the workplace and during work-related activities.

## 3. Expected Behavior

- Treat everyone with respect, courtesy, and fairness.
- Communicate professionally and constructively.
- Adhere to company policies and procedures.
- Respect diversity and promote inclusivity.
- Maintain punctuality and reliability in all duties.
- Handle confidential information responsibly.
- Take responsibility for your actions and decisions.

## 4. Unacceptable Behavior

- Any form of harassment, bullying, or discrimination.
- Use of inappropriate language or gestures.
- Theft, fraud, or unauthorized use of company property.
- Violence or threat of violence.
- Substance abuse in the workplace.

## 5. Reporting and Enforcement

- Report any violations promptly to your supervisor or HR department.
- All reports will be handled confidentially and investigated fairly.
- Violations may result in disciplinary action, up to and including termination.

## Important Notes

- Workplace behavior guidelines help create a safe and respectful environment for everyone.
- This document should be reviewed and updated periodically.
- It is important that all employees are aware of and understand these guidelines.
- This is a sample template — customize to fit your organizational needs and local regulations.