**Code of Conduct**

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| Code of Conduct Policy Sample  This Code of Conduct Policy template is ready to be tailored to your company’s needs and should be considered a starting point for setting up your expected employee conduct management policies and processes.  Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this policy. |

This policy can only be considered valid when viewed via the [Company Name] intranet site. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

1. **Introduction** 
   1. At [COMPANY NAME] we conduct all aspects of our business ethically and with strict observance of the highest standards of integrity and propriety whilst giving due regard to our status as a Not for Profit organisation. [COMPANY NAME] requires that its staff actively work towards the best interests of the Organisation and meet these high standards also. [COMPANY NAME] takes seriously its obligations to comply with all federal, state and local government laws and regulations, as well as common law obligations, and again requires all staff to do the same.
   2. At all times, [COMPANY NAME] will abide by its **Core Values**:
      * + - [Insert values here]
          - [Insert values here]
          - [Insert values here]
          - [Insert values here]
          - [Insert values here]
   3. [COMPANY NAME] requires all staff to adhere to and be guided by our Core Values.
   4. This policy outlines what constitutes appropriate behaviour and standards at [COMPANY NAME]. Breaches of these standards will be dealt with in accordance with [COMPANY NAME]’s Discipline and Termination Policy, and in the case of serious misconduct may result in instant dismissal. In cases where a breach involves a breach of any law then the relevant government authorities or the police will be involved.
2. **Ethics and Behaviours at [COMPANY NAME]**

All staff are expected to observe the highest standards of ethics, integrity and behaviour during their course of employment with [COMPANY NAME], which includes but is not limited to the following:

**These examples are not intended to represent an exhaustive list of prohibited behaviours and actions.**

**Do:**

* 1. Adhere to the [COMPANY NAME] Core Values
  2. Report violations of any federal, state or local government law or regulation
  3. Behave in an honest and fair manner in all dealings with customers, suppliers, donors, members, volunteers, board members, media, competitors, fellow staff and all other business
  4. Act in accordance with [COMPANY NAME] guidelines, policies and procedures, corporate manual and standards of operations
  5. Comply with all reasonable and lawful instructions of managers
  6. Observe occupational health and safety rules and regulations and always put personal safety first
  7. During and after employment with [COMPANY NAME], maintain the confidentiality of any private information
  8. Dress in an appropriate manner and ensure appearances are neat, presentable, clean and tidy in line with the [COMPANY NAME] Dress Code and Grooming Standards policy.
  9. Use all [COMPANY NAME] property in accordance with policies, procedures and guidelines – this includes email, telephone, internet, mobile phones and mobile internet.
  10. It is preferable that all requests for media comments/statements come through the Head of Marketing and/or the CEO. Any written statements to the media MUST be approved by the Head of Marketing and/or CEO and be formatted using the [COMPANY NAME] Media Release template.

**Do Not:**

* 1. Engage in bullying, harassment, fighting or swearing in the workplace
  2. Harass, bully or discriminate in any way
  3. Use drugs or alcohol on the premises or come to work affected by either. (On rare occasions alcohol may be supplied on behalf of [COMPANY NAME]. In these circumstances staff members should recognise and take responsibility for their limits in relation to consumption of alcohol and ensure they make appropriate arrangements for travelling home. Prior approval from the CEO is required for any event or occasion in which alcohol is planned to be consumed).
  4. Engage in, condone, or passively support theft, removal, or misappropriation of any [COMPANY NAME] assets (and additionally property belonging to customers or fellow staff) or any dishonest activity of any kind, including failure to report such theft or activity to the Company, through the correct channels
  5. Falsify any company records or requests for information from third parties
  6. Fail to bank Company monies in the appropriate manner and timeliness as instructed
  7. Manipulate the point of sale system, sales records, invoices or orders, trading return, or banking documentation in order to provide deceptive figures or to conceal losses

1. **Breaches of Policy**
   1. All staff have an obligation to report any breaches of Company guidelines, policies and procedure or other activity, which leads them to believe or suspect that dishonest activities, fraud, theft or irregular transactions are occurring or likely to occur in line with the Grievance Policy or the Whistleblowers Policy. All staff have the right to invoke this grievance procedure without any adverse effect on their employment. If a complaint is made under this policy, it will remain confidential.
   2. These concerns are to be communicated to the Human Resources department in the knowledge that the information will be treated with the strictest confidence
   3. Breaches of this policy will be dealt with in accordance with [COMPANY NAME]’s Discipline and Termination Policy

**ACKNOWLEDGMENT**

I have read and fully understand [COMPANY NAME]’s Code of Conduct policy and I agree to abide by this policy.

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| Staff signature |  | Date |
| Staff name (print) |  | Position |