

CODE OF CONDUCT

[Organization Name] believes in honesty, integrity and respect and requires all employees working on behalf of the organization to uphold these values. The purpose of this policy is to outline the organization's expectations when it comes to the behaviour and conduct of its employees.

POLICY

[Organization Name] is committed to doing business in a respectful and ethical manner. Employees of [Organization Name] are expected to behave in a professional and courteous manner toward the organization, fellow employees, our clients, and the public at all times.

This means employees will adhere to the following guidelines for working with integrity:

- Report for work on time and put their best effort forward each day
- Assist clients and fellow colleagues to the best of their ability
- Take responsibility for their choices and actions
- Treat others with dignity and respect
- Represent the organization and its clients or affiliates in a positive manner
- Keep confidential information private
- Use company resources and property as intended
- Ask for clarification and guidance when unsure about an action or decision

[Organization Name] will not tolerate:

- Discrimination, harassment, bullying or violence of any kind
- Illegal or criminal behaviour including but not limited to stealing, damaging property, or possessing illegal substances or items
- Any type of lewd behaviour or unethical conduct
- Showing up for work under the influence of any substance that impairs judgement or hinders safety, whether that substance is legal or not
- Insubordination
- Competing with the organization or using company information or intellectual property for personal gain
- Intentionally behaving in any untrustworthy manner such as misrepresenting the company or its products, services, or prices to clients or to the public whether in person or via social media channels

[Organization Name] will provide education and training to ensure employees understand their obligations and responsibilities when it comes to respectful behaviour.

Employees who do not comply with the expectations set out in this code of conduct will be dealt with through corrective action, which may include termination of employment.