

This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Code of Conduct

Employee: [Employee name] **Date:** [Date]

1. Purpose

This Code of Conduct sets baseline expectations for how everyone at [Company name] treats each other, customers, and partners.

2. Professional Conduct & Respect

Treat coworkers, customers, and partners with respect. Harassment, discrimination, and retaliation of any kind — based on any legally protected characteristic or otherwise — are not tolerated.

3. Conflicts of Interest

Disclose any outside relationship or activity that could reasonably conflict with your duties to [Company name] (e.g., financial interest in a competitor or vendor, hiring a relative) to [Manager/HR contact name].

4. Confidentiality

Protect [Company name]'s confidential information and that of its customers and partners, consistent with any separate confidentiality agreement you've signed.

5. Compliance with Law

Comply with all laws and regulations applicable to your role and to [Company name]'s business.

6. Reporting Concerns

Report suspected violations of this Code to [Manager/HR/compliance contact name].
[Company name] prohibits retaliation against anyone who reports a concern in good faith.

7. Consequences

Violating this Code may result in corrective action up to and including termination,
☐ consistent with [Company name]'s other disciplinary policies.

Acknowledgment

I have read and understand this Code of Conduct and agree to follow it.

[Employee name] ("Employee")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.