

# Company Name

## Policy Document

**Policy Title:** Code of Conduct

**Effective Date:** January 1, 2024

**Version:** 1.0

### 1. Purpose

This policy establishes standards of behavior for all employees to ensure a safe and productive workplace.

### 2. Scope

This policy applies to all employees, contractors, and temporary staff within the organization.

### 3. Policy Details

- Respect colleagues and maintain professionalism at all times.
- Follow all company procedures and comply with legal regulations.
- Report any violations of this policy to the Human Resources department.

### 4. Responsibilities

Employees are responsible for understanding and adhering to this policy. Managers must ensure compliance within their teams.

### 5. Review

This policy will be reviewed annually and updated as necessary.

### 6. Acknowledgment

Please sign below to acknowledge that you have read and understood the policy.

Employee Name:

Signature:

Date: