**Policy: Employee Conduct Expectations**

**Objective:** Ensure all employees act in a manner that fosters a positive, respectful, and productive work environment. Every employee is expected to demonstrate professionalism, collaboration, and respect toward colleagues, clients, and visitors.

**Scope**  
This policy applies to all employees of [Company Name], regardless of role or tenure.

**Expected Behaviors:** Employees are expected to:

* Treat others with dignity and respect, embracing diversity and fostering an inclusive environment.
* Maintain professionalism in both verbal and non-verbal communication.
* Collaborate respectfully with peers, supervisors, and clients.
* Handle conflict constructively, seeking solutions rather than escalating tensions.
* Follow all company policies, procedures, and applicable laws.
* Promote a positive and supportive work environment, demonstrating accountability and responsibility.

**Unacceptable Behaviors:** Unacceptable in the workplace and will result in disciplinary action:

* **Harassment**: Any form of harassment, including verbal, physical, or emotional abuse.
* **Disrespectful Communication**: Using demeaning, intimidating, or aggressive language toward others.
* **Bullying**: Persistent behavior that intimidates or undermines colleagues.
* **Failure to Collaborate**: Willfully refusing to work as a team, or creating division in the workplace.
* **Unprofessional Conduct**: Any behavior that undermines the company’s values or mission, including but not limited to unethical actions, dishonesty, or disregard for company policies.

**Enforcement and Disciplinary Action:** Violations of this policy may result in progressive discipline, including but not limited to:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Termination

All employees are encouraged to report violations of this policy to [HR or designated manager]. Any reports will be taken seriously and investigated promptly, with confidentiality maintained throughout the process.