Code of Conduct Template

Your Code of Conduct is a clear, streamlined document that helps your team understand what’s expected of them. In our sample Code of Conduct, you will find everything you need to build your own quickly and effectively.

**Table of Contents:**

[Code of Conduct for [INSERT BUSINESS NAME] 1](#_Toc567014570)

[1. Scope 1](#_Toc1906570430)

[2. [INSERT BUSINESS NAME]’s Core Beliefs 1](#_Toc1022698976)

[3. Reporting Concerns and Code of Conduct Violations 1](#_Toc1357595643)

[4. Compliance 1](#_Toc1422477526)

[5. Professionalism in the Workplace 1](#_Toc534718285)

[6. Acceptable Use of Company Property 1](#_Toc1279962929)

[7. Respect and Inclusion 1](#_Toc648875181)

[8. Discipline Guidelines 1](#_Toc74519930)

# Code of Conduct for [INSERT BUSINESS NAME]

Start this section by giving your employees a clear sense of what this document is, why it matters and what they’ll find inside. Set the tone: this is here to support them during their tenure at your company.

***Example:***

***This Code of Conduct outlines the expectations we have for respectful, ethical and professional behavior at [INSERT BUSINESS NAME].***

***By following these guidelines, you're helping to create a workplace that feels inclusive, safe and fair for everyone who works here.***

## 1. Scope

Use this section to explain who the Code of Conduct applies to. This is your chance to be inclusive and make sure that everyone—from part-time workers to contractors—knows they’re part of the team. Importantly, it’s imperative that all your employees understand that these standards apply to them, regardless of their role.

***Example:***

***This Code of Conduct applies to all team members at [INSERT BUSINESS NAME]. This includes employees working remotely, in hybrid roles or in-office, across any location.***

***It also includes full-time, part-time, contract and temporary team members. No matter your role or location, these guidelines are designed to help you understand what’s expected of you. (And what you can expect from the business!)***

2. [INSERT BUSINESS NAME]’s Core Beliefs

This section is where you can highlight the values that are most important to your organization. These should already be familiar to leadership. This is a great opportunity to align your whole team, which is why you need to include it. Here’s where you can explain not just what your values are, but how they show up in day-to-day work.

Some core belief examples include:

* Act with integrity
* Prioritize the customer
* Be honest
* Build trust
* Work together to succeed

***Example:***

***At [INSERT BUSINESS NAME], we’re proud to be building a workplace based around trust, inclusion and collaboration. To support that vision, we’re asking your team members to get onboard with these core beliefs:***

* ***Keep the Customer Happy: Our reputation is built on great service. We ask each team member to show up with a customer-first mindset, no matter your role.***
* ***Act with Integrity: Before making a decision, pause to ask yourself—does this reflect [INSERT COMPANY NAME] in a positive light? Be honest with yourself, even when it’s hard.***
* ***Collaborate Constantly: Join meetings, contribute your thoughts and work together to find solutions. We do our best work when we share openly. Remember: we’re all working toward a common goal.***
* ***Be Kind: Our team includes people from all walks of life. A little kindness goes a long way in helping everyone feel welcome and respected. (This is our CEO’s personal favorite value.)***

## 3. Reporting Concerns and Code of Conduct Violations

Here, give your team clear steps to follow if they have a concern—and reassure them that reporting something isn’t just okay, it’s the right thing to do. Also be clear about what happens if someone retaliates—or if someone makes a report in bad faith.

Remember: your team members will likely consult this document in case they have an issue pop up, so be sure to be as thorough as possible. Your goal is to give your employees tangible steps.

***Example:***

***At [INSERT BUSINESS NAME], we take Code of Conduct concerns seriously. If you see something that doesn’t feel right to you, please speak up—either to your manager or through our anonymous hotline [INSERT LINK].***

***We do our best to protect the identity of anyone who reports a concern. However, depending on the situation, anonymity may not always be fully possible due to investigations or legal requirements.***

***Most importantly: retaliation is never okay. If you raise a concern in good faith, you won’t face any punishment or backlash—whether your report involves a peer, a manager or anyone else.***

***On the flip side, intentionally making a false report will result in disciplinary action.***

## 4. Compliance

This section is your chance to clarify that everyone is expected to follow relevant laws and policies (and not just for legal reasons, but because it reflects the integrity of your business). Be as specific as possible to mitigate any potential misunderstandings.

***Example:***
***Every team member—no matter your role—is expected to help protect [INSERT BUSINESS NAME]'s reputation and legality. This includes following laws related to safety, environmental standards and fair business practices.***

***We also expect ethical conduct when it comes to our finances, products, partnerships and public image.***

***If you have any questions about compliance, please reach out to your manager.***

## 5. Professionalism in the Workplace

In this section, describe what professionalism looks like in your company. Use specific examples to avoid confusion. Free to bring in topics like dress code, punctuality, communication or how people should approach their roles. Remember: the more details, the better.

***Example:***

***At [INSERT BUSINESS NAME], professionalism means showing up with respect—for your role, your team and the work we do. That includes:***

***Dress Code: Dress as if a customer could walk in at any time. Keep things clean, presentable and, most importantly, free of offensive graphics or slogans.***

***Punctuality: Our hours are 9:00 AM–5:30 PM. While occasional personal appointments are understandable, we expect team members to be generally on time and available during working hours.***

***Corruption: Please don’t accept gifts or favors from clients or partners. And, of course, bribes are never allowed.***

***Job Duties: Do the work you were hired to do. Be respectful in your interactions, and if you’re in a leadership role, delegate fairly and thoughtfully.***

***Conflicts of Interest: Avoid any personal or financial relationships that could interfere with your responsibilities.***

***Benefits & PTO: Use time off in a thoughtful and responsible way.***

***Communication: Respond to your teammates within one business day. For company and customer-facing meetings, please keep your camera on whenever possible.***

## 6. Acceptable Use of Company Property

Here’s where you can define how employees are expected to use and care for company property. Include information about equipment, office space or sensitive information in this section to cover your bases.

***Example:***

***Employees are expected to treat company property, including laptops, monitors, office equipment and vehicles, with care and respect.***

***Don’t use company assets for personal projects and never leave them unattended in public.***

***Sensitive information and internal data should be used only to do your job—not shared outside the company or handled carelessly.***

## 7. Respect and Inclusion

Your company’s stance on inclusion and equity deserves its own spotlight. Use this section to affirm your values. Make it clear that disrespect or harassment won’t be tolerated in your place of work.

***Example:***
***We’re committed to building a team that’s diverse, inclusive and respectful. Discrimination or harassment of any kind is a violation of this Code—and goes against everything we stand for at [INSERT BUSINESS NAME].***

***If you’ve experienced or witnessed inappropriate behavior, please report it to your manager or through our anonymous hotline. Every concern will be taken seriously.***

## 8. Disciplinary Action

Your goal in this section is to be transparent but not harsh. However, it’s important your team has a foundational understanding of disciplinary action at the company. You’ll want to make sure employees understand what happens if this code is broken, and that your goal is *always* to be fair with disciplinary action.

***Example:***

***Violating our Code of Conduct is something we take seriously here at [INSERT BUSINESS NAME]. We see our Code as a mutual agreement—one that holds us all accountable for our actions.***

***Depending on the nature and severity of the violation, disciplinary action may include:***

* ***A warning (can be verbal or written)***
* ***Temporary suspension***
* ***Required coaching or training***
* ***Termination***

***Our goal is always to handle these situations with the care they deserve, while giving every team member the opportunity to respond.***