

Workplace Conduct Guidelines

Date: _____

To: [Employee's Name]

From: [Manager's Name]

Subject: Workplace Conduct Guidelines

Dear [Employee's Name],

As part of our commitment to maintaining a professional and respectful workplace, we would like to outline our workplace conduct guidelines. These guidelines are designed to foster a positive environment for all employees.

Conduct Expectations

- **Respect:** Treat all colleagues with respect and courtesy.
- **Communication:** Maintain open and honest communication.
- **Teamwork:** Collaborate with others to achieve common goals.
- **Integrity:** Act with honesty and adhere to ethical standards.
- **Compliance:** Follow all company policies and procedures.

Prohibited Behaviors

- **Harassment:** Any form of harassment will not be tolerated.
- **Discrimination:** Treat all individuals equally without regard to race, gender, religion, or any other characteristic.
- **Substance Abuse:** The use of illegal drugs or alcohol in the workplace is prohibited.
- **Violence:** Acts of violence or threats against others will result in immediate disciplinary action.

We ask that you adhere to these guidelines to help create a positive and productive workplace. If you have any questions or need further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Manager's Name]

[Company Name]