

Workplace Conduct Agreement

Date: _____

Employee Name: _____

Position: _____

Introduction

This agreement outlines the expectations regarding conduct in the workplace.

Conduct Expectations

- Maintain a professional demeanor at all times.
- Respect all colleagues and promote a positive work environment.
- Adhere to company policies and guidelines.
- Report any incidents of harassment or discrimination immediately.

Consequences of Violations

Any violations of this agreement may result in disciplinary action, up to and including termination of employment.

Agreement Confirmation

By signing below, the employee agrees to abide by the terms outlined in this Workplace Conduct Agreement.

Employee Signature: _____

Date: _____

HR Representative: _____

Date: _____