

# Letter Template for Standards of Supplier Employee Workplace Behavior

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Standards for Supplier Employee Workplace Behavior

Dear [Supplier Contact Name],

We value our partnership with [Supplier Name] and are committed to maintaining a professional and respectful workplace environment. To ensure a positive experience for all employees and stakeholders, we have established the following standards for workplace behavior that we expect all supplier employees to adhere to while onsite at [Your Company Name].

## Standards of Behavior

- Respect and professionalism towards all colleagues and personnel.
- Compliance with all company policies and procedures.
- Commitment to a safe and inclusive workplace environment.
- Effective communication and teamwork.
- Adherence to ethical conduct and integrity in all business practices.

We appreciate your cooperation in communicating these standards to your employees. Ensuring compliance will enhance our collaboration and contribute to a more productive working relationship.

If you have any questions or require further clarification regarding these standards, please feel free to contact me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]