**Employee Code of Conduct Policy**

This code of conduct policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Company) is a legal document that describes a set of rules that refers to ideal characteristics and behaviour any employee should obey in the organization. The employee is liable to follow this agreement upon signage between a new recruit and the employer.

**PURPOSE**

The Company recognizes the need to establish a Code of Conduct policy for its employees and associates in order to define the way business relationships, official dealings, social behaviour and comradery needs to be maintained within and outside of office premises.

**SCOPE AND APPLICIABILITY**

This policy covers all employees across levels and hierarchy in the organization.

All employees:

1. Permanent

2. Part-time

3. Contract

4. Temporary

Also, the employees of:

1. Partners

2. Vendors

**POLICY ELEMENTS**

What are the components of an Employee Code of Conduct Policy?

**1. Compliance with law**

All employees must protect our company’s legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company’s finances, products, partnerships and public image.

**2. Respect in the workplace**

All employees should respect their colleagues. We won’t allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

**3. Protection of Company Property**

All employees should treat our company’s property, whether material or intangible, with respect and care.

**4. Financial Reporting and Records**

The Company shall prepare and maintain its accounts fairly and accurately in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of our country.

**5. Competition**

The Company shall fully strive for the establishment and support of a competitive open market economy in India and abroad and shall cooperate in the efforts to promote the progressive and judicious liberalization of trade and investment by those countries;

Specifically, The Company shall not engage in activities which generate or support the formation of monopolies, cartels and similar unfair trade practices.

**6. Gifts and Donations**

The Company and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favors for the conduct of its business. However, The Company and its employees may accept and offer nominal non-cash gifts, the value of which shall not exceed Rs. <XXX> per annum, which are customarily given and are of commemorative nature for special events.

**7. Protection of Company Property**

All employees should treat our company’s property, whether material or intangible, with respect and care.

Employees:

* Shouldn’t misuse company equipment or use it frivolously;
* Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties;

Employees should protect company facilities and other material property (e.g., company cars) from damage and vandalism, whenever possible.

**8. Health, Safety and Environment**

The Company shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in.

**9. Corporate Citizenship**

The Company shall be committed to be a good corporate citizen not only in compliance with all relevant laws and regulations but also by actively assisting in the improvement of the quality of life of the people in the communities in which it operates.

**10. Shareholders**

The Company shall be committed to enhance shareholder value and comply with all regulations and laws that govern shareholders' rights. The Board of Directors of The Company shall duly and fairly inform its shareholders about all relevant aspects of the Company's business and disclose such information in accordance with the respective regulations and agreements.

**11. Ethical Conduct**

Every employee of The Company, which shall include head of the company, shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

**12. Confidentiality on Salary and Compensation**

Employees of The Company shall not disclose their compensation package to anyone nor shall be permitted to discuss the compensation of any other employees to others.

Failure to adhere to the Code could attract the most severe consequences including termination of employment.

**13. Integrity of Data Furnished**

Every employee of The Company shall ensure at all times, the integrity of data or information furnished by him to the Company.

Furnishing wrong information could attract the most severe consequences including termination of employment.

**14. Reporting Concerns**

Every employee of The Company shall promptly report to the management any actual or possible violation of the Code or an event he becomes aware of that could affect the business or reputation of The Company.

**15.Non-compliance and Consequence**

Please find below the reasons which can lead to Termination of Employment. This list in non-Exhaustive

* Gross misconduct or behavior which may result in disrepute to the employer;
1. Misuse of office premises;
2. Misuse of assets made available for work;
3. Not disclosing to the management romantic relationship with a fellow staff member;
4. Willful insubordination or disobedience, whether alone or in conjunction with another or others, or of any lawful or reasonable order of a superior. The order of the superior should normally be in writing;
5. Going on illegal strike either singly or with other workers without giving 14 days previous notice;
6. Abetment of or attempt at abetment of any of the above acts of misconduct;
7. Threatening, abusing or assaulting any superior or co-worker;
8. Drunkenness, fighting or riotous, disorderly or indecent behaviors while on duty at the place of work;
9. Causing willful damage to work in progress or to property of the employer;
10. Conviction in any Court of Law for any criminal offence involving moral turpitude;
11. Betting, Gambling and Money lending business inside office premises;
12. Preaching of or inciting to violence;
13. Refusal to accepted any charge-sheet or order or notice communicated in writing.
* Any material or persistent breach of the terms contained in the contract;
1. Disclosing to any unauthorized person of any confidential information in regard to the working or process of the establishment which may come into the possession of the workman in the course of his work or even after exiting employment;
2. Failure of Background check of Employment, Education qualifications;
3. Habitual late attendance and habitual absence without leave or without sufficient cause;
4. Continuous absence without information and without satisfactory cause for more than two days as per the policy of <COMPANY NAME HERE>;
5. Habitual neglect of work;
6. Habitual indiscipline.
* Any other reasons depending on the position occupied by the employee;
1. Failure to report any of the reasons mentioned above with respect to his / her reporting team members.

**DECLARATION**

Code of conduct declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee Name), have read, understand and agree to abide by the Code of Conduct Policy of the Company and I understand that such adherence is a Condition of my employment. I understand that a violation of the Code of Conduct may be grounds for termination as an employee, immediate Dismissal for just cause without notice or pay in lieu of notice, including recovery of money for damages.

Signed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name of employee

**Contact Us:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Mobile Number)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Email ID)