Shiftbase Template

Employee code of conduct policy

About this template

This template is for **SMEs that want clear, human rules for "how we work together"** — without writing a legal novel.

What it's for

- **Owners/leadership:** set the standard
- **Managers:** apply rules consistently
- **Employees:** know what's expected
- **HR/ops:** document and maintain updates

How to use it (20-minute setup)

1. Fill in the placeholders: **company values, reporting channels, key contacts**

2. Decide your **non-negotiables** (the "we don't do this here" list)

3. Add how issues are handled: **reporting → investigation → outcomes**

4. Publish it in one place and add policy acknowledgement to onboarding

⚠️ **Keep it realistic:**
A code of conduct only works if managers enforce it consistently. If something is "never allowed," you need a real process to act on it.

Policy: Code of conduct

Purpose	Create a respectful, safe, and professional workplace where people know what's expected and how to raise concerns.
Scope	Applies to all employees, contractors, and anyone representing the company.

Our standard (what we expect every day)

- Treat people with respect (even when you disagree).

- Communicate clearly and honestly.

- Do your work safely and responsibly.

- Protect company and employee information.

- Follow policies and local laws that apply to your role.

Respect and inclusion (zero "jokes that aren't jokes")

We don't tolerate harassment, discrimination, bullying, or intimidation. This includes in-person, online, and in work chats.

👉**Examples of unacceptable behavior:**

- Sexual harassment or unwanted attention
- Discriminatory comments about protected characteristics
- Threats, intimidation, or repeated humiliation
- Retaliation against someone who raises a concern

Professional conduct **(the basics that keep teams functioning)**

- Show up on time and communicate early if you can't.

- Follow scheduling and timekeeping rules.

- Use company tools and time responsibly.

- Avoid conflicts of interest (or disclose them).

Safety and workplace behavior

- Follow safety instructions and report hazards or incidents immediately.

- Don't work under the influence of alcohol or illegal drugs.

- No violence, threats, or weapons in the workplace (where legally applicable).

Confidentiality, data, and information security

- Only access employee or company data you need for your job.

- Don't share sensitive information in group chats or public links.

- Use approved systems for storing and sharing documents.

- Report suspected data incidents immediately to: **[privacy contact + email]**.

Conflicts of interest (keep it transparent)

A conflict of interest is any situation where personal interests could influence work decisions.
👉**Examples:** hiring family members, accepting gifts that affect decisions, side work with competitors.

❗ **Rule:** disclose potential conflicts to **[manager/HR contact]** as soon as possible.

Gifts and hospitality (simple rule)

Small, reasonable gifts are okay if they don't influence decisions. Anything more should be declined or reported to **[owner/HR contact]**.

Reporting concerns (how to speak up)

If you see something that doesn't match this code, report it. You can report:

- To your manager
- To HR/People Ops
- Through this channel: **[email alias/form/tool]**

We don't tolerate retaliation against anyone who raises a concern in good faith.

What happens after a report (so people trust the process)

- We acknowledge the report within: **[X business days]**
- We review and investigate as needed
- We document outcomes and actions
- We keep information as private as possible
- We take action that matches the severity of the issue

Consequences (what enforcement looks like)

Violations may lead to coaching, warnings, loss of access/privileges, or termination depending on severity and local rules.

✚ Add-ons

To make your code of conduct policy easier to enforce

Quick "behavior standard" line managers can use

"In this team, we address issues directly and respectfully. If something crosses the line, we document it and follow the process."

Copy/paste reporting (employee-facing)

Subject:	Concern / code of conduct report
What happened (facts):	
When/where:	
Who was involved/witnesses:	
Any evidence (screenshots, messages):	
What outcome you're hoping for (optional):	

Acknowledgement text (manager/HR)

"Thanks for raising this. We've logged your report and will review it. We'll follow up by [date]. We'll keep this as private as possible and won't tolerate retaliation."

Policy header (add to the top)

Owner: [Name]
**Last updated: [Date]**
Next review: [Date]
Where it lives (source of truth): [Link/location]

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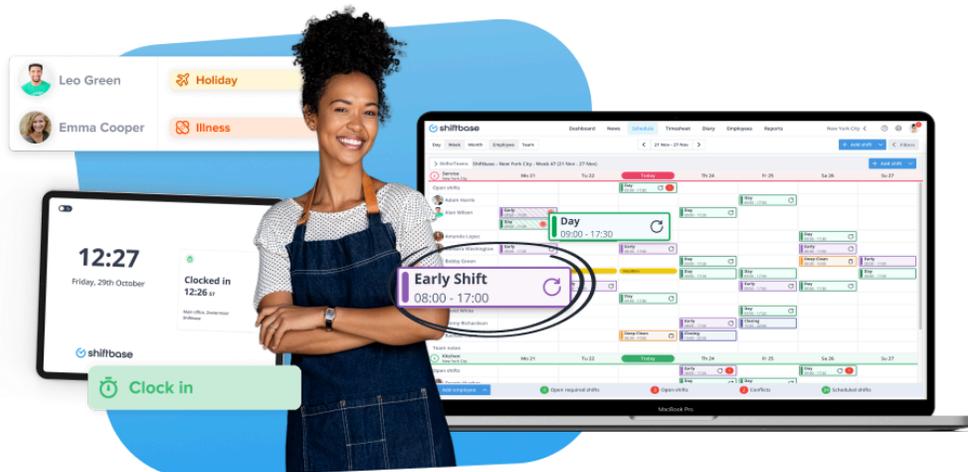
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