# Employee Code of Conduct Policy (India)

## 1. Introduction

This Employee Code of Conduct outlines the expected professional behavior, ethics, and standards required from all employees of [Company Name]. It aims to promote a respectful, inclusive, and safe working environment for all employees, clients, and stakeholders.

## 2. Purpose

The purpose of this policy is to: - Define acceptable and unacceptable conduct at the workplace - Ensure a uniform understanding of workplace expectations - Promote ethical behavior and legal compliance - Establish procedures for addressing misconduct

## 3. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, contract workers, interns, and consultants, across all locations in India.

## 4. General Conduct Guidelines

* Employees must treat all colleagues, clients, and partners with respect and courtesy.
* Discrimination, harassment, or abusive behavior will not be tolerated.
* Employees should uphold honesty, integrity, and transparency in all work-related dealings.
* Punctuality and regular attendance are expected.
* Confidential company information must not be disclosed to unauthorized parties.
* Personal use of company property (e.g., computers, internet) should be limited and responsible.

## 5. Workplace Ethics

* Avoid conflicts of interest in business decisions.
* Accept gifts or favors only as per the company’s ethics policy.
* Maintain professional conduct during remote work or while representing the company outside the office.

## 6. Dress Code

Employees are expected to dress appropriately as per the nature of their work and in accordance with company guidelines. A business casual or formal dress code is preferred unless otherwise specified.

## 7. Use of Company Assets

Employees must: - Use company resources responsibly and only for work-related activities. - Not install unauthorized software or copy company data. - Report any damage or misuse of company assets immediately.

## 8. Attendance & Leave

Employees are expected to: - Follow the company’s attendance and leave policy. - Notify their supervisor promptly in case of absence. - Maintain accurate time records where applicable.

## 9. Misconduct and Disciplinary Action

### Types of Misconduct:

* Minor misconduct: Uninformed absence, misuse of resources, tardiness
* Major misconduct: Theft, harassment, falsification of records, breach of confidentiality

### Disciplinary Procedure:

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

Disciplinary actions may vary based on the severity and frequency of the misconduct.

## 10. Grievance Redressal

Employees have the right to raise grievances. The company will ensure: - Confidential handling of complaints - Fair and timely resolution - Protection from retaliation

## 11. Policy Review

This policy will be reviewed annually or as required by changes in law or business needs.

## 12. Acknowledgement

All employees must sign the acknowledgment form confirming they have read and understood this policy.

**Acknowledgement Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read, understood, and agree to abide by the Employee Code of Conduct Policy of [Company Name].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_