Employee Code of Conduct Checklist



WHAT'S THE PROBLEM:

Every workplace should have an Employment or HR Manual that includes a code of conduct for the workplace. Each code of conduct must address and reflect the unique circumstances of the workplace and the industry or type of business it's in. But while no 2 organizations should ever have the same code, there are some provisions that *every* employee code of conduct should include:

HOW TOOL HELPS SOLVE THE PROBLEM:

Here's an Employee Code of Conduct Checklist you can use to vet your own code—or create a new code if you don't currently have one at your workplace.