



AFRA Workplace Code of Conduct

[Company Name] is committed to fostering a positive and inclusive workplace culture. This Workplace Code of Conduct outlines the expectations for all employees, contractors, clients, and visitors to maintain a respectful and professional environment.

1. Professional Conduct:

- 1.1. Treat all individuals with respect, regardless of their position, background, gender, age, race, religion, or any other characteristic.
- 1.2. Conduct business in a professional manner, adhering to ethical standards and the principles outlined in [Company Name] policies.

2. Compliance with Laws and Regulations:

- 2.1. All individuals associated with [Company Name], including employees, contractors, clients, and visitors, must comply with all applicable local, state, and federal laws and regulations.
- 2.2. Stay informed about and adhere to industry-specific standards and guidelines relevant to your role within the company.

3. Harassment-Free Workplace:

- 3.1. Harassment of any kind, including but not limited to sexual harassment, is strictly prohibited.
- 3.2. Respect personal boundaries and maintain a work environment free from unwelcome advances, comments, or gestures.
- 3.3. Promptly report any incidents of harassment to the designated Human Resources representative or your supervisor.

4. Diversity and Inclusion:

- 4.1. Embrace diversity and foster an inclusive workplace where all employees feel valued and appreciated.
- 4.2. Avoid making assumptions or engaging in discriminatory behaviour based on characteristics such as race, gender, religion, age or any other protected status.

5. Respectful Communication:

- 5.1. Communicate with colleagues in a respectful and constructive manner, both in person, through digital channels and any other interaction.
- 5.2. Avoid engaging in bullying, offensive language, or any form of communication that may create a hostile work environment.

6. Photography and Consent:

- 6.1. Obtain explicit consent before taking photographs or videos of colleagues, clients, or any individuals in the workplace.



6.2. Clearly communicate the purpose of the photograph or video and ask for permission before capturing images.

6.3. Respect the privacy and preferences of individuals who choose not to be photographed or recorded.

7. Reporting Procedures:

7.1. If you witness or experience a violation of this Workplace Code of Conduct, promptly report it to your supervisor or Human Resources.

7.2. Reports will be treated confidentially, and the company is committed to conducting fair and thorough investigations.

8. Consequences of Violations:

8.1. Violations of this code may result in disciplinary action ranging from verbal warnings to termination of employment, depending on the severity and recurrence of the behaviour.

Conclusion:

[Company Name] strives to provide a workplace where every individual is treated with dignity and respect. By being part of our team, you agree to adhere to this Workplace Code of Conduct. We appreciate your commitment to maintaining a positive and professional work environment.

This Workplace Code of Conduct is subject to periodic review and may be updated as needed. Please refer to the company's policies or contact Human Resources/your supervisor for the most current version.