**Protection of Company Property Policy**

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* 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.

**Professionalism**

All employees must show integrity and professionalism in the workplace.

**Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

**Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

**Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn’t abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders’ instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

**Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

**Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

**Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues’ work.

**Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

**Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

**Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

**Disciplinary actions**

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

**Possible consequences include:**

* Demotion.
* Reprimand.
* Suspension or termination for more serious offenses.
* Detraction of benefits for a definite or indefinite time.
* We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

**Disclaimer:** This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this police

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