

# Code of conduct template

Business: \_\_\_\_\_

| Section                      | What the code says |
|------------------------------|--------------------|
| Purpose                      |                    |
| Who it applies to            |                    |
| Turning up                   |                    |
| How we treat each other      |                    |
| How we treat customers       |                    |
| Honesty with money and stock |                    |
| Alcohol and other drugs      |                    |
| Phones and social media      |                    |
| Confidential information     |                    |
| Conflicts of interest        |                    |
| Safety                       |                    |
| If the code is breached      |                    |
| Raising a concern            |                    |
| Review date                  |                    |