

Workplace Behaviour Standards Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | June 2026

Important Notice

This template is provided as a general guide only. Customise it to suit your specific business needs and have it reviewed before implementation to ensure it aligns with your workplace requirements.

1. Introduction

[Company Name] is committed to maintaining a positive, professional, and respectful workplace. This policy sets out the high-level standards of behaviour expected from all employees to foster a productive and harmonious work environment.

This policy complements our Code of Conduct and other workplace policies. It provides a simple, accessible summary of our core expectations.

2. Purpose

This policy aims to:

- Establish clear, shared expectations for workplace behaviour
- Promote a positive and inclusive workplace culture
- Support productive working relationships
- Provide guidance for appropriate conduct

3. Scope

This policy applies to all employees, contractors, and anyone working on behalf of [Company Name], including during:

- All work hours and on company premises
- Work-related travel and events
- Online interactions related to work
- Any situation where you represent the organisation

4. Our Core Standards

4.1 Respect

- Treat all colleagues, customers, and stakeholders with courtesy and dignity

- Value diverse perspectives and backgrounds
- Listen actively and communicate openly
- Avoid gossip, rumours, and negative talk about others

4.2 Professionalism

- Be punctual and reliable
- Dress appropriately for your role and workplace
- Communicate clearly and professionally
- Take responsibility for your work and actions
- Maintain confidentiality where required

4.3 Integrity

- Be honest and transparent in all dealings
- Honour your commitments
- Report concerns or mistakes promptly
- Avoid conflicts of interest
- Use company resources responsibly

4.4 Collaboration

- Work cooperatively with colleagues
- Share knowledge and support team members
- Contribute positively to team discussions
- Be open to feedback and different approaches
- Celebrate team successes

4.5 Safety

- Follow all health and safety procedures
- Report hazards and incidents promptly
- Look out for the wellbeing of colleagues
- Never attend work impaired by alcohol or drugs

5. Unacceptable Behaviour

The following behaviours are not acceptable and may result in disciplinary action:

- Bullying, harassment, or discrimination of any kind
- Aggressive, threatening, or violent behaviour
- Disrespectful or offensive language
- Dishonesty, fraud, or theft
- Deliberate damage to property

- Breach of confidentiality
- Refusing reasonable directions
- Conduct that brings the organisation into disrepute

6. Raising Concerns

If you experience or witness behaviour that falls below these standards:

- Speak directly with the person if you feel comfortable doing so
- Report the matter to your manager or supervisor
- Contact HR for guidance or to make a formal complaint
- Use the grievance procedure for serious concerns

All concerns will be treated seriously and confidentially. You will not be penalised for raising genuine concerns in good faith.

7. Consequences

Breaches of this policy may result in:

- Informal discussion and coaching
- Formal warning
- Performance improvement plan
- Disciplinary action up to and including termination

The response will depend on the nature and severity of the behaviour and any prior history.

8. Manager Responsibilities

Managers and supervisors are expected to:

- Model appropriate behaviour
- Communicate these standards to their team
- Address issues promptly and fairly
- Support employees in meeting expectations
- Seek guidance from HR when needed

9. Review

This policy will be reviewed annually or as needed to ensure it remains relevant and effective.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Workplace Behaviour Standards Policy.
I agree to comply with the standards set out in this policy.

Employee Name: _____

Signature: _____

Date: _____