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[Company/Organization Name]

Effective Date: [Date]

Employee Work Rules

1. **Work Hours:**  
   a. Employees are expected to arrive on time for their scheduled work hours and adhere to the designated break and lunch periods.  
   b. Any changes to work hours or requested time off must be communicated and approved in advance by the supervisor or the HR department.
2. **Attendance and Punctuality:**  
   a. Regular and consistent attendance is essential. Absences should be reported to the supervisor or HR department as soon as possible.  
   b. Tardiness should be minimized. Employees should arrive on time and promptly resume work after breaks and lunch periods.
3. **Dress Code and Appearance:**  
   a. Employees should maintain a professional appearance and dress according to the company's dress code policy (if applicable).  
   b. Clothing, accessories, and grooming should be clean, tidy, and appropriate for the work environment.
4. **Confidentiality and Data Security:**  
   a. Employees must respect and maintain the confidentiality of company and client information.  
   b. Personal devices and company-provided equipment should be used responsibly, following the company's data security and acceptable use policies.
5. **Workplace Conduct:**  
   a. Employees are expected to treat colleagues, clients, and visitors with respect, fairness, and professionalism.  
   b. Harassment, discrimination, bullying, or any other form of inappropriate behavior will not be tolerated.
6. **Use of Company Resources:**  
   a. Company resources, including equipment, facilities, and supplies, should be used solely for work-related purposes.  
   b. Unauthorized use of company resources, theft, or damage is strictly prohibited.
7. **Health and Safety:**  
   a. Employees must comply with all health and safety regulations, protocols, and procedures.  
   b. Accidents, injuries, or unsafe conditions should be reported immediately to the supervisor or designated safety personnel.
8. **Use of Drugs and Alcohol:**  
   a. The use, possession, or distribution of illegal drugs or alcohol in the workplace is strictly prohibited.  
   b. Employees should refrain from reporting to work under the influence of drugs or alcohol.
9. **Conflict of Interest:**  
   a. Employees should avoid situations that create a conflict of interest between personal interests and the company's best interests.  
   b. Any potential conflicts of interest should be disclosed to the supervisor or the HR department.
10. **Compliance with Laws and Regulations:**  
    a. Employees are expected to comply with all applicable laws, regulations, and company policies.  
    b. Violations may result in disciplinary action, up to and including termination of employment.

These Employee Work Rules are not exhaustive and may be supplemented by additional policies and procedures specific to your company or industry. It is important for employees to familiarize themselves with all relevant policies and ask for clarification when needed.

By signing below, employees acknowledge that they have received and understood the Employee Work Rules and agree to abide by them during their employment with [Company/Organization Name].

**Employee:**

I have read and understood the Employee Work Rules, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]