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There is a reason the Sarbanes-Oxley Act requires that publicly-trade companies have an ethical code, also called a code of conduct. The purpose of a code of conduct is to explain exactly what conduct is expected of all employees and consequences if they act nonetheless. This helps reduce the chances that they will undertake unique actions, which protect the company's shareholders. Many nonpublic companies also have a code of conduct that protects them in a variety of ways. The reason why a code of conduct is to set standards, show your customers operating with integrity and to protect your company from unnecessary and potentially costly risks. When you choose to have a code of conduct for your company, make it require that all employees and refer to it frequently – even to customers – because you're announcing your intention to operate with integrity in all matters. It becomes part of your company's culture. Customers know they will be treated fairly with and respectful, while potential customers view your company as one with which it is worthy to do business. Customers know that when asked for price quotes, they will be given honestly and fairly. If your product or service comes with a warranty or warranty, it will be honored according to its terms. When customers need help with your product, you'll help them because it's the right way to act. A code of conduct tells you is so serious about operating ethically that you have put it in writing. It's a powerful statement of how every single person of your employees is doing business while representing your company. A code of conduct in business spelled out by all employees what to expect from them, with no total room and no excuses. You've set standards that you expect everyone in the company to follow. If they act unfortunately, they know there will be consequences, perhaps the same loss of their jobs. Sarbanes-Oxley Law became law in 2002 as a result of the unethical behaviour at the time by many executives at large companies like Anron and others. To detect these fraud from occurring again, the act reinforces ethical accounting and practical reporting by top company executives and financial personnel of public companies as well as the need to have a code of conduct. You, of course, want to avoid having any of your employees act wrong in their job. Even if your company is not public, its actions become known to its rides – your customers and potential customers – and even inappropriate small cases break your reputation. Having an explicit code of conduct that applies to all descriptions of employees expectations for everyone, from your CEO and under. Each business must follow policies such as paying taxes, concealing business permits and filing necessary passwords regularly and on time. It will not cause delayed fees and fines to be assessed against your business. Acting in other ways could cause lawsuits to be brought against your company, which is costly to advocate and could cause at large judgment as well as penalties. Having a code of conduct for all employees to follow lessens the risk that any employee will act unethically and cause fines, lawsuits and penalties to be served against the company. One of the key features of a good code of conduct is that it is written clearly and simply and is free of jargon and legalese. A code of conduct written in plain English must not be translated in order to understand it. Other key features that make a code of conduct useful instead of one that collects dust on a shelf are: an opening letter from the CEO; endorsement of the CEO and explanation of the importance of the code going a long way toward being accepted by everyone. A table of contents: Make it easy for everyone to navigate the document and find easy points. Other resources: Give ideas to other places readers can go for more information. Procedure: Explain how to report unique behavior without such a suggestion for employees to spy on their peers, but make it clear that these reports will be treated with respect and confidentiality. Lots of examples: Provides examples of clarified points. If you want employees to know that they should not accept gifts to customers, provide examples of what constitutes a gift. For instance, it would be nonethetic to accept an expensive antique, but what about a cup of your favorite drinks from the coffee shops down the street? Regular Update: Review it every year and update it as your business changes. When an employee starts a new job, the company's employee manual is one of the first documents it receives. Similarly, students often receive a copy of the school's code of conduct. A code of conduct is an important organizational advantage that description of how members are expected to behave when actively engaged with the organization as well as on their own time. A code of conduct and a code of ethics are not the same, though the two documents can be referenced with each other and be used to support each other. A code of ethics is a document stating the principles the company and its employees are expected to follow. A code of conduct spelled out how employees must follow the code of ethics and states clearly which actions are acceptable and promoted and which makes them not acceptable. By writing a code of conduct, a company explains its culture. It answers many of the questions that employees have about working with the staff and eliminating the gray challenges the manager challenges they might face. A code of conduct explicitly spelled out exactly what kind of behavior is expected from members of an organization. A code of conduct for employees could state the avenue from which they file complaints about workplace problems; how to report such as profits, consumer engagement and company losses; how employers must head towards consumers as well as among colleagues and their actions to expect consumers to face discipline measures. These disciplinary measures should be included in the code of conduct. In many cases, an organization creates multiple codes of conduct. This is because the organization needs different things from the different groups it uses is served by. A school, for example, might have a code of conduct for students as well as a code of conduct for faculty and staff. A code of conduct for students could be addressed: Plagiarism. Report misdemeanor. Dress Code.Political Absence. Good use of technology. Whereas a code of conduct for teachers would rather address: the Avenue in which to contact students' parents. Recording and submitting student scores. Dress code. Let rules. Companies can find examples of codes of rules driven by viewing other companies' codes of conduct. Some choose to draw inspiration from other companies in their industries to ensure that they cover all specific industry concerns such as certain legal or ethical standards that companies in other industries don't have to follow. An example of this is a medical practice that includes HIPAA privacy rules in its code of conduct. In a similar vein, many companies look at other local business codes of conduct to ensure they are missing any city- or state-specific employee requirements such as anti-discrimination policies for certain protected classes. Many companies also look at large, well known brands' code of conduct, particularly brands widely known for having employee-friendly work cultures, to find effective examples of code in conduct conditions. The Google code of conduct is available online for anybody to read and draw inspiration from, as are Coca-Cola's code and IKEA's code of conduct for providers. An easy way to find the code example of drive guidelines is to google codes of conduct. A well developed code of conduct explicitly states what in hopes of the group it writes for and provides a sufficient amount of supporting materials to ensure that the reader understands each part of the code. This supported material can include: Diagram illustration specific scenarios. Infographics that demonstrate the cause-and-effect results of these (or not following) the code of conduct. Real life anecdotes that invoke the code of conduct. Hypothetical situation where various points in the code of conduct enter play. An effective code of conduct is one that is in fair, transparent and clearly spelled expertise for all members of an organization, not just employees. When writing a code of conduct, a business owner or director of human resources should focus on the following principles: Fair. Responsibility. Unlocked. Practical ethics. for individuals. Legal requirements, such as labor laws, antitrust laws, reporting requirements and environmental regulations. Security. Integrity. A well-developed code of conduct employee conduct as well as the employer. Key information about disciplinary measures in use for specific actions employers can help the company avoid a revenge complaint, while key information about the company's ethical practices may help an employee determine whether it has current plot to make a whistleblower complaint. What needs to be in a code of conduct depends on the type of organization it writes for. A nonprofit organization needs a different code of conduct from a business, and a public school needs a different code from a private brotherly organization. Although there is overlap between different types of conduct codes, each type of organization has the type of specific need that should be considered when developing a code of conduct for individual groups within it. For example, a school's code of conduct needs to be developed around creating an atmosphere of conduct in learning and promoting students' success, while a nonprofit organization code would rather focus on promoting the organization's cause of support. A code of conduct that employers can include: employee leave policy. The company operates hours. Whether employees are expected to be reached after hours. The company's definition of conflicts of interest and how to handle them. Employee probation period. Legal reporting requirements, such as those imposed by the Sarbanes-Oxley Act. Good email, Internet and other technology usage. The company's community involvement. Operational business procedures. Gifts and entertainment policies. How employees must use their expense accounts. Rule breaks and breaks. Standard behavior. Breach of the company's behaviour standards and consequences. How to report issues such as security violations and sexual harassment. The value of the company/resources compliance. When developing a code of conduct, it can be useful for a business owner or human resources department to look up the company code in document ethics models. Although a code of conduct is much more granular with actions than an ethical code, using the code in ethical model documents can place the reader in a behavior-focused idea. It can also use the ethical standards to read as a guideline for the code of conduct and rely on the code of label template document to create a well organized, visually appealing code of conduct that communicates its points clearly while communicating the rest of the staff manual. Some organizations create simple codes of conduct and organize them as number lists or bullets. Others get more creative and create acronym or organize key points in a question-and-answer format. like the Google code of conduct, uses highly conversational language that aims to read such a chat between the employee and human resources, while others take a more formal tone. An effective code of conduct is one that leaves no room for confusion. A clear, somewhat refreshing code of conduct is a choice far better than a creative yet confusing one. Although a company can work its brand in its conduct code, the code of lead author should always remember that key is its top priority because when a conduct code is unclear, understanding can easily lead to employee error. mistakes.

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