Code of conduct of a company

Always create a code of conduct jointly with all employees.
The development process is the most important part of the mission statement because standards are set that will take your company a step forward.

✓	**Proceed as follows:**	✎
☐	Make the idea and project appealing to all employees.	
☐	Work out the important points together. What do we want to accomplish?	
☐	Ensure that employees identify with the main points.	
☐	Implement the agreed points during a trial phase.	
☐	Check and adjust the agreed points and communicate the next steps.	
☐	Regularly update the agreed points with all employees.	

Example of a code of conduct

✓	**Behaviour and respect for one another:**	✎
☐	I greet the employees in the company.	
☐	I use friendly and clear language when I speak to someone.	
☐	I use jargon only for technical and factual information; I deliver personal information in person.	
☐	In case of difficulties or disagreements, I explain my point of view to the other side in person or by phone.	
☐	If I don't understand something or don't have the right information, I contact the person who is responsible.	
☐	In conflict situations, I look for a constructive solution in direct contact with the person involved. If this is not possible, I inform my line manager.	
☐	Humour and laughter help to ease difficult situations.	
☐	The code is respected by all employees in the company.	