

# SOP: Company Policies and Code of Conduct Review

This SOP details the process for regular **company policies and code of conduct review**, ensuring that all organizational guidelines remain current, relevant, and compliant with legal standards. It includes steps for policy evaluation, stakeholder consultation, updates implementation, communication strategies, and employee training. The objective is to promote ethical behavior, regulatory adherence, and a positive workplace culture by maintaining clear and effective policies and codes of conduct.

## 1. Purpose

To establish a standardized process for reviewing, updating, and communicating company policies and codes of conduct.

## 2. Scope

This SOP applies to all departments and employees within the organization.

## 3. Responsibilities

Role	Responsibility
HR Department	Leads the review process, facilitates stakeholder meetings, and communicates updates.
Department Heads	Provide input on policy effectiveness and relevance to their teams.
Legal Counsel	Advises on compliance and legal requirements.
All Employees	Review and acknowledge policy updates; complete required trainings.

## 4. Procedure

- Schedule Regular Reviews**
  - Establish a review schedule (at least annually or as required by law/regulation).
  - Maintain a review calendar and assign responsibilities.
- Policy Evaluation**
  - Collect feedback from employees, management, and other stakeholders.
  - Assess current policies for clarity, relevance, and compliance.
  - Identify gaps or areas needing improvement.
- Stakeholder Consultation**
  - Convene meetings with HR, legal, department heads, and, if necessary, executive leadership.
  - Discuss proposed changes or updates.
- Drafting and Approving Updates**
  - Draft revised policies or code of conduct documents.
  - Seek feedback and approval from legal and management.
  - Finalize updated documents.
- Implementation and Communication**
  - Distribute updated policies via company channels (email, intranet, meetings).
  - Highlight major changes and implications for employees.
- Employee Training**
  - Organize mandatory training sessions on updated policies and code of conduct.
  - Monitor completion and provide supplementary materials as needed.
- Record Keeping**
  - Maintain records of all review meetings, policy versions, employee acknowledgements, and trainings.

## 5. Communication Strategies

- Use multiple communication channels to ensure wide reach (emails, intranet, team meetings).

- Provide summaries of key changes and impact to employees.
- Provide a central repository (e.g., intranet) for employees to access the latest versions.

## 6. Compliance and Monitoring

- Conduct periodic audits to ensure policy compliance.
- Implement feedback mechanisms for ongoing improvement.

## 7. Revision History

Date	Version	Description of Change	Author
2024-06-10	1.0	Initial SOP template release	HR Department