SOP: Review of Company Policies and Code of Conduct

This SOP details the **review of company policies and code of conduct**, encompassing the systematic evaluation, updating, and communication of organizational rules, ethical guidelines, and behavioral expectations. It ensures all employees are informed, compliant, and aligned with the company's standards, thereby fostering a consistent, transparent, and ethical workplace culture while mitigating risks and enhancing overall operational integrity.

1. Purpose

To provide a standardized process for periodically reviewing, updating, and communicating the company's policies and code of conduct, ensuring relevance, regulatory compliance, and promotion of ethical behavior across all levels of the organization.

2. Scope

This SOP applies to all company policies and the code of conduct for all employees, contractors, and relevant stakeholders.

3. Definitions

- **Policies:** Organizational rules and guidelines governing conduct and operations.
- **Code of Conduct:** Set of ethical principles and behavioral expectations for employees.
- **Policy Owner:** Department head or responsible individual for a specific policy.
- **SOP:** Standard Operating Procedure.

4. Responsibilities

Role	Responsibility
HR Manager	Coordinate and initiate the review process; oversee communication and training.
Policy Owner	Assess assigned policy for relevancy, compliance, and accuracy. Propose updates as needed.
Legal Department	Ensure all updates comply with applicable laws and regulations.
All Employees	Adhere to updated policies and complete required training or acknowledgments.

5. Procedure

1. **Schedule Review**
   - Establish annual or biannual review timelines for all company policies and code of conduct.

2. **Document Gathering**
   - Collect current versions of all relevant documents and any feedback from employees.

3. **Evaluation & Gap Analysis**
   - Policy Owners assess relevance, legal compliance, clarity, and identify gaps or outdated sections.

4. **Consultation & Drafting Updates**
   - Consult with stakeholders (e.g., senior management, legal, compliance) as needed.
   - Draft proposed revisions.

5. **Approval Process**
   - Submit drafts for review and approval by authorized parties (e.g., Legal, Executive Leadership).

6. **Communication**

   - Distribute updated policies and code of conduct company-wide via email, intranet, or staff meetings.
   - Highlight key changes and ensure accessibility of finalized documents.

7. **Training & Acknowledgment**

   - Provide training sessions or modules for employees on significant updates.
   - Collect employee acknowledgments electronically or via signed forms.

8. **Record Keeping**

   - Archive both previous and updated versions; log dates of review, approval, and employee acknowledgments.

6. Documentation

- Policy Review Log
- Revised Policy Documents
- Approval Records
- Employee Training Materials
- Employee Acknowledgment Records

7. Review & Revision

This SOP should be reviewed every **24 months** or as required due to regulatory or operational changes.

Notes:

- Immediate review may be required following significant legal or regulatory developments.
- Suggestions for improvement should be sent to the HR Manager or Policy Owner for consideration in the next review cycle.