



Guidelines for employees

In this guideline you will read a set of ground rules to provide a day of a employee.

1. Respect each other, because everyone had to learn it.
2. Your mentor calls the shots if you don't know what to do.
3. In this company we help each other to keep an cooperative atmosphere.
4. If the company has a good year, you will have a mutually beneficial, like a bonus at the end of the year.
5. Always be nice when a guest is coming over to you, when the guest ask a question, answer it politely and friendly.
6. Don't eat or drink if a guest is in your company, you can eat or drink behind the scenes.

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