



# Office Manual


## Social Code

We expect you to foster a well-organized, respectful and collaborative environment. You should avoid offending, participating in heated altercations and disrupting our workplace. We will not tolerate anyone intimidating, pestering, humiliating, victimizing or sabotaging others at this company. We also prohibit willful discrimination based on age, sexual orientation, gender, ethnicity, race, religion or disability. This is by no means an exhaustive list but it gives an indication, use your common sense.

## Required Reading:

### How to Talk About Sexual Harassment

Learn how to support people who have been sexually harassed and what to say or do in the aftermath.

 <https://leanin.org/meeting-guides/how-to-talk-about-sexual-harassment>



## Parking

We have three available parking lots:

Manager parking lot on the right side of the building. You can only park here if you are assigned a spot from the management team.

Employee parking lot #1 across the street. There are no designated spots these are first come first serve all spots must be filled (DO NOT TAKE TWO SPOTS)

Employee parking lot #2 Parking lot in the corner of Lewis Ave & Jericho Turnpike

## **Both employee parking lots close at 5:30PM**

## **Access Codes**

Our access codes are always changing due to security please reach out to management for the current access codes.

## **Stand Up!**

We understand that most of the office work requires you to be sitting for most of the day. We recommend for you to stand up every hour and stretch.

## **Cleaning up**

Even though we have a cleanup crew that comes in, please keep the place picked up. Here are some good rules of thumb:

- Rinse your own dishes don't leave dishes in the sink.
- Throw away your stuff. Don't leave garbage on your desk.
- Leave your desk clear of any open food or drinks.
- If you use a conference room, leave it the way you entered it.

## **Think environmental**

- Turn off lights if you're locking up at the end of the night.
- Turn off any heaters before leaving!
- Do not waste paper and always recycle.

# Safety

Safety is our number one priority

- Before entering the warehouse area please make sure to request access with the warehouse or fleet manager.
- Always pay attention to your surroundings
- Do not walk near a moving forklift
- In case of any emergencies always go to your nearest exit unless told otherwise.

Have questions?

Contact HR with any additional questions here: [pdzelves@wearetheone.com](mailto:pdzelves@wearetheone.com)