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***TEST***

***Conner Company Manual, Employee Contract and Employee Guidebook/Handbook***

***Multiple-Choice :***

***Purpose is to Gauge Employee Knowledge & Compliance***

**1. What is the primary mode of communication within the company?**

- a) Email

- b) Phone calls

- c) In-person meetings

- d) All of the above

**2. The owner's role includes:**

- a) Delegating all tasks to employees

- b) Working while employees go home every evening

- c) Taking frequent vacations

- d) None of the above

**3. Employees must adhere to:**

- a) Company policies only

- b) Local laws only

- c) Both company policies and local laws

- d) None of the above

**4. The company expects employees to maintain a high standard of:**

- a) Punctuality

- b) Conduct

- c) Dress code

- d) All of the above

**5. The employee contract must be signed and returned by:**

- a) The end of the first week

- b) The end of the first month

- c) The end of the first day

- d) The end of the first quarter

**6. Communication within the company should be:**

- a) Clear and concise

- b) Informal and casual

- c) Sporadic and inconsistent

- d) None of the above

**7. The owner's role is to**:

- a) Supervise employees remotely

- b) Work alongside employees

- c) Manage finances

- d) None of the above

**8. Employees are required to follow:**

- a) Only the rules they agree with

- b) All rules and regulations

- c) Only the rules that are convenient

- d) None of the above

**9. The company's code of conduct includes:**

- a) Professional behavior

- b) Respect for colleagues

- c) Adherence to company policies

- d) All of the above

**10. The employee contract outlines**:

- a) Job responsibilities

- b) Compensation details

- c) Employment terms

- d) All of the above

**11. The primary purpose of the company manual is to:**

- a) Provide guidelines for employees

- b) Serve as a reference for company policies

- c) Ensure compliance with laws and regulations

- d) All of the above

**12. Employees must report any violations of:**

- a) Company policies

- b) Local laws

- c) Both company policies and local laws

- d) None of the above

**13. The owner's role includes ensuring:**

- a) Efficient operations

- b) Compliance with regulations

- c) Making payments

- d) All of the above

**14. The company's communication policy emphasizes:**

- a) Transparency

- b) Confidentiality

- c) Both transparency and confidentiality

- d) None of the above

**15. The employee handbook provides information on:**

- a) Company history

- b) Employee benefits

- c) Workplace safety

- d) All of the above

**16. The company's policy on employee conduct includes:**

- a) Only professional behavior

- b) Only respect for colleagues

- c) Both professional behavior and respect for colleagues

- d) None of the above

**17. The owner's role in the company involves**:

- a) Only administrative tasks

- b) Only financial management

- c) Both administrative tasks and financial management

- d) None of the above

**18. Employees are expected to communicate**:

- a) Only when necessary

- b) Frequently and clearly

- c) Only with their direct supervisor

- d) None of the above

**19. The employee handbook provides guidelines on:**

- a) Job responsibilities

- b) Workplace safety

- c) Both job responsibilities and workplace safety

- d) None of the above

**20. The company's regulations require employees to:**

- a) Follow only the rules they agree with

- b) Follow all rules and regulations

- c) Follow only the rules that are convenient

- d) None of the above

**### Answer Key/Sheet**

1. d) All of the above

2. b) Working while employees go home every evening

3. c) Both company policies and local laws

4. d) All of the above

5. c) The end of the first day

6. a) Clear and concise

7. d) All of the above

8. b) All rules and regulations

9. d) All of the above

10. d) All of the above

11. d) All of the above

12. c) Both company policies and local laws

13. d) All of the above

14. c) Both transparency and confidentiality

15. d) All of the above

16. c) Both professional behavior and respect for colleagues

17. c) Both administrative tasks and financial management

18. b) Frequently and clearly

19. c) Both job responsibilities and workplace safety

20. b) Follow all rules and regulations