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| DRESS CODE  Employees are expected to always maintain a clean and neat appearance, dressing in a manner appropriate for the work being performed and consistent with safety rules and considerations.  CREDIT CARD  Any credit card that is issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee’s job duties. Employees with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Company.  ATTENDANCE  If you are unexpectedly going to be absent due to illness or emergency: - You must notify your supervisor or the Office Manager at least one hour before your normal reporting time, if possible. |  | COMPANY POLICIES  As an employee of this company, our board of management think it’s essential that you know the policies of the company. For any complaint or questions on the policies please contact +123-456-7890 or DiegoR@gmail.com |  |  |
|  |  | 123 PeterS Street  los angele, st 1234  (1223) 456-7890  zenevaccount@gmail.com |  | A gold circle with black text  Description automatically generated |

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| Drug or Alcohol  Employees suspected of working while under the influence of illegal drugs or alcohol will be suspended (WITH/WITHOUT) pay until (COMPANY) receives the results of a drug and alcohol test from the testing facility and any other information which it may require to make an appropriate determination. |  | PAYROLL PROCEDURES  You are responsible for recording your time fully and accurately for all hours worked via the company’s electronic timekeeping system. You must include all hours worked, rounding to the nearest quarter-hour (.25). You may not work unrecorded, unreported or “off-the-clock time” under any circumstances. No one is authorized to tell you otherwise. To ensure that your paycheck is accurate, you must record your time completely and without errors. You must acknowledge the accuracy of your electronic time sheet before submitting it to your supervisor for approval.  Workplace safety   * Follow the dress code. * Wear safety gear. * Maintain personal hygiene. * Take responsibility for your personal safety. * Maintain a clean workspace. * Follow work procedures. * Learn how to act in an emergency. * Report accidents if they occur. |  | Company Devices  Employees are allowed to use company devices and networks for work-related purposes only. Internet access is permitted for work-related activities, but employees must avoid excessive personal use. Email communication should be used primarily for work-related messages. Personal emails should be kept to a minimum.  Staffing Policy  Employees are expected to be punctual and reliable. Employees are responsible for arriving at work on time. Employees must notify their supervisor if they are going to be late. Employees who are late will be subject to disciplinary action. |