

## 1. Company Policies & Guidelines

### 2. 1. The Mandatory Coffee Consumption Act ☕

3. All employees must consume at least **three cups of coffee per day** to maintain peak performance. If you don't like coffee, you must submit a written request for an exemption signed by at least **two caffeine-addicted colleagues**. Herbal tea drinkers will be monitored for signs of rebellion.

### 4. 2. The Standing Ovation Rule 🙌

5. Whenever a colleague successfully sends an email without a typo, closes a deal, or simply remembers their password on the first attempt, the nearest five employees must stand and give a **15-second round of applause**. Slow claps will be noted.

### 6. 3. The No-Sadness Dress Code 🤡

7. Mondays are "**Clown Wig Days**," and Fridays are "**Tuxedo & Ball Gown Days**." Anyone caught wearing beige on a Wednesday will be assigned to **mandatory dance breaks** every hour for the remainder of the week.

### 8. 4. The Bathroom Pass System 🚻

9. Employees must request a **golden toilet pass** from HR to use the restroom. However, if the pass is currently in use, you must wait until it is returned, or challenge the current holder to a **staring contest** for possession.

### 10. 5. The "Absolutely No Paper" Policy 📄🚫

11. All forms, memos, and reports must be **carved into stone tablets** for historical preservation. Failure to comply will result in immediate reassignment to the company's pigeon-based messaging department.

### 12. 6. The Office Gym Requirement 🏋️

13. Before logging into your workstation, all employees must perform **10 push-ups, 15 jumping jacks, and 5 minutes of interpretive dance** to activate their creativity circuits. Those who fail must roll a **giant foam die** to determine their lunch break punishment (e.g., karaoke in the breakroom).

### 14. 7. The "Email Only in Haiku" Initiative ✉️

15. To encourage creativity, **all internal emails must be written in haiku form**. Example:  
*"Report is attached, / Numbers make no sense at all, / It is what it is."*

16. Failure to comply results in **having to sing your next email aloud in a company-wide Zoom meeting**.

### 17. 8. The CEO's Daily Royal Entrance 👑

18. Every morning at precisely 9:00 AM, the CEO will enter the office while employees line up on either side of the hallway, throwing confetti and chanting motivational quotes. A lack of enthusiasm will be **reported to upper management**.

### 19. 9. The "No Bored Faces" Policy 😊

20. Any employee caught yawning, sighing, or looking uninterested in a meeting will be required to perform **an impromptu stand-up comedy routine** to regain their enthusiasm.

### 21. 10. The "One-Hour Silence" Rule 😶

22. From **2:00 PM to 3:00 PM**, all employees must communicate exclusively through **interpretive dance, mime, or sock puppets**. Failure to do so will result in having to reenact your most embarrassing childhood memory for the entire team.

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