A: Hello Hieu, I’m a newcomer here, so I’m not familiar with the company’s regulation. Would you mind sharing me some necessary information, please?

B: Hi Quan, welcome you to our company! Let me suggest you some useful information of in/out rules.

We start at 8:00am and end at 5:00pm.

You need to wear your name tag to open the office door. And one more thing, we can wear T-shirt on Fridays.

A: Oh, thank you for your sharing. How about coming to work late or leaving office early?

B: In case of that, you need to inform to your leader or manager. If you don’t, your behavior is not good and it affects your bonus.

A: Could I use my mobile phone during working time?

B: Of course, but don’t use it for entertainment.