

To: All Employees

From: Suzanne Shi, Sales Office Manager

Subject: Feedback Needed: Internet Usage and Social Media Policy

Dear Team,

I hope this email finds you well. After the CEO's visit to our offices last week, she highlighted the need for us to review and potentially revise our policy on internet usage and social media during work hours. As we continue to focus on achieving our sales goals, it's important to ensure that we maintain productivity while addressing the flexibility our employees need.

I would appreciate your input on the following topics to help us draft a fair and effective policy:

1. **Internet Usage:** Should we restrict personal internet usage during certain hours, or set specific times for online breaks?
2. **Social Media:** How can we balance the need for quick social media check-ins without letting it impact sales productivity?
3. **Mobile Devices:** Should we implement a no-phone policy during work hours except for breaks, or consider phone lock-ups for certain times of the day?
4. **Gaming/Entertainment:** What are your thoughts on prohibiting non-work-related activities such as gaming during work hours?
5. **Client Interactions:** Given that distractions while driving could lead to accidents or tickets, how can we ensure that mobile device usage doesn't interfere with client meetings?

Your feedback is incredibly valuable to me as we work to create a policy that supports both productivity and work-life balance. Please send your suggestions by 10 AM on Saturday, so we can review them and move forward with implementing the new guidelines.

Thank you for your cooperation and input!

Best regards,
Suzanne Shi
Sales Office Manager