

Company Policy Manual – Section 12.44.A: Workplace Behavior, Protocols, and Miscellaneous Guidelines

- Employees must greet the office ficus plant every morning with "Hello, Harold" or face disciplinary action.
- Coffee mugs left in the sink for more than 17 minutes will be declared abandoned property and auctioned off at the quarterly Lost & Found Gala.
- Casual Fridays do not include chainmail, wetsuits, or medieval bard attire unless pre-approved by HR's Costume Subcommittee.
- No employee shall microwave fish. Not ever. Seriously. Not even "just this once."
- Any use of Comic Sans in official communications will be punished by 3 hours of passive-aggressive silence from the entire design department.
- All birthday cakes must be gluten-free, dairy-free, sugar-free, and joy-free to comply with Section 9.8: Feelings Management.
- The office toaster is not a substitute for a space heater, soldering iron, or time machine.
- Employees must submit a written apology if they accidentally make direct eye contact during elevator rides.
- Anyone caught referring to themselves as a "rockstar," "ninja," or "thought leader" must undergo mandatory Humility Training (Level II).
- No one is permitted to whistle "Eye of the Tiger" during performance reviews.
- Office chair racing is only allowed on the last Wednesday of the fiscal quarter and must follow strict OSHA-compliant rules.
- The vending machine is NOT to be used for bartering, gambling, or spontaneous therapy sessions.
- All intra-office emails must begin with "Per my last email" and end with a quote from Yoda.
- Employees must wear formal business attire from the waist up during Zoom meetings. Waist-down is governed by the "Pants Optional Accord of 2020."

- Each department must maintain a spirit animal mascot, chosen by silent group vote and approved by the interdepartmental council.
- The “Reply All” button is now encased in bulletproof glass and requires dual-key activation.
- No bringing owls to work, emotional support or otherwise, without submitting Form OWL-72B two weeks in advance.
- All motivational posters must be approved by the Vibe Committee and feature at least one soaring eagle.
- Wednesdays are officially designated as “Speak Only in Haiku” days. Noncompliance is frowned upon, but largely ignored.
- Employees may only use the phrase “Let’s circle back” once per week. Overuse results in buzzword detox training.
- All staplers must be named and registered in the Stationery Registry.
- Elevator small talk topics are limited to: weather, how fast the week is going, and vague weekend plans.
- The office fridge will be purged every Friday at 4:00 PM by the appointed Food Compliance Officer, known as The Purger.
- Anyone who opens a group chat with “Quick question” must provide a 24-hour notice.
- Employees are forbidden from using corporate Wi-Fi to stream conspiracy theory documentaries unless directly related to their job description (see Department of Cryptozoological Logistics).
- Each desk plant must be watered on a schedule coordinated with the Facilities Moon Cycle Calendar.
- Nobody is allowed to say, “It’s quiet today...” under penalty of triggering a surprise fire drill.
- Paper jams must be reported using the Jam Escalation Protocol, outlined in Appendix D.
- Each employee must attend one (1) hour of mandatory “Pretending to Look Busy” training every quarter.

- All Slack messages must be written in lowercase and end with at least one emoji to reduce tone ambiguity.
- Laser pointer use in presentations is permitted only after completing the “Not in the Eyes” safety module.
- Meeting invitations must specify: expected emotional energy level, snack requirements, and a safe word.
- Employees may not quote *The Office* more than three times per week. Violations will be met with a quiet sigh from the HR Coordinator.
- Breakroom microwave etiquette is enforced by the Microwave Usage Tribunal (MUT).
- All desk knick-knacks must pass an annual “Aesthetic Relevance and Whimsy Check.”
- Bringing donuts requires a signed witness affidavit confirming non-staleness and equitable flavor distribution.
- Any attempts to “go viral” on TikTok during work hours must include the entire team or face Non-Collaborative Conduct Review.
- No using team-building retreats as a cover for cult recruitment.
- Employees must not attempt to train raccoons as interns, regardless of their dexterity or charm.
- The company karaoke machine is locked until further notice after last year’s incident involving “Bohemian Rhapsody” and interpretive dance.
- No organizing underground desk-drawer Fight Clubs without proper permits.
- The office thermostat is controlled via democratic vote and/or ancient ritual, depending on season.
- All internal memos must be written in Times New Roman unless they contain good news, in which case Comic Sans is acceptable.
- The emergency exit slide may only be used during fire drills or extreme boredom.
- Using your out-of-office responder to deliver poetry, riddles, or philosophical questions is discouraged but not prohibited.

- Bringing a second monitor to show only cat videos must be pre-approved by the Productivity Encouragement Taskforce (PET).
- Employees are entitled to one “dramatic sigh” per day. Additional sighs must be reported to a supervisor.
- All employee handshakes must be standardized per the 2023 Professional Greeting Protocol (Appendix J-7).
- Conference room booking requires a valid reason, a completed 5-page booking form, and a short interpretive dance explaining your intent.