



# Official Workplace Guidelines

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A Compendium of Guidelines, Instructions, & Files  
Edition 23



# **Input Survey Preamble**

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## Input Survey Preamble

Before you begin with the Input Survey you must start with the preamble below. It is imperative that you start with this preamble otherwise it could lead to unnecessary agitation of the trainee.

Statement A-001

: **Hi there, you on the table. I wonder if you'd mind taking a brief survey. 5 questions.**

**I know you're sleepy, but I just bet it will help you feel right as rain.**

Did the trainee voice any questions or concerns?

Y N

A note to the trainer:

It is important to familiarise the trainee to the process of the Preamble and Input Survey before conducting it on them.

The Preamble and Input Survey should be conducted in a short and concise manner which has been thought through your training guide.

While making your way through the Input Survey, you may be asked to flip forward or backwards to correctly respond to the things the trainee might ask.



# **Questions and Concerns**

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**B-001**

Trainee Statement: ***Who are you?***

Proper Response:

**: The input survey is only 5 questions. I know you're sleepy, but I just bet it will help you feel right as rain.**

Did the trainee agree to take the survey?

Y N

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 19. The trainee must ask to leave three times before you can let them leave the room.

(If they asked a different question, return to Page 002-01 and refer to other possible trainee responses.)

B-002

Trainee Statement: ***Who is speaking?***

Proper Response:

- : I'd be just thrilled to chat and have small talk to begin with; maybe we'll get to know each other better.**

Did the trainee agree to take the survey?

Y N

(If they asked a different question, return to Page 002-01 and refer to other possible trainee responses.)

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 19. The trainee must ask to leave three times before you can let them leave the room.

B-003

Trainee Statement: ***Do I have to take the survey?***

A note to the trainer:

Proper Response:

- : **Yes, but I can assure you it is a very brief survey, and if you do not know the answers to any of the questions you are asked, answering "UNKNOWN" is acceptable.**

Since the trainee is agitated by their confusion, it is possible they may not understand that the input survey is imperative for the training process.

Did the trainee agree to take the survey?

Y N

(If they asked a different question, return to Page 002-01 and refer to other possible trainee responses.)

B-004

Trainee Statement: ***Can I leave?***

Proper Response:

**: Once the brief input survey is complete you will be able to leave the room.**

A note to the trainer:

Your trainee has indicated to you that they would like to leave. Try to encourage them that taking the survey is the best course of action going forward.

If they have asked to leave a total of three times, proceed to page 19 on the training manual for further instruction.

Did the trainee agree to take the survey?

Y N

(If they asked repeatedly to leave,  
flip to Page 19.)

(If they asked a different question, return to  
Page 002-01 and refer to other possible trainee  
responses.)

B-005

Proper Response:

**: Great! Off we go!**

A note to the trainer:

Proceed to the Input Survey only once the trainee understands that the Input Survey is mandatory, and their questions have been answered appropriately.

Proceed to Page 003-01 for survey question 1A of the input Survey.



# **Input Survey**

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Question Q-001

## : Who are you?

Standard Trainee Response: **Unknown.**

Was the Standard Response given?

Y N

A note to the trainer:

If they do not initially respond, remind them that a first name will do.

If the trainee is frustrated and cannot seem to remember their name, as can be expected, please remind them they can answer "UNKNOWN."

Try and keep the trainee calm during this process, this can be achieved by keeping a soothing tone to your voice and reassuring that the answer "UNKNOWN" is an acceptable response.

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 19. The trainee must ask to leave three times before you can let them leave the room.

Question Q-002

: **In which U.S. state or territory were you born?**

Standard Trainee Response: **Unknown.**

Was the Standard Response given?

Y N

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 13. The trainee must ask to leave three times before you can let them leave the room.

Question Q-003

**: Please name any U.S. state or territory. First that comes to mind.**

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 19. The trainee must ask to leave three times before you can let them leave the room.

Standard Trainee Response: ***Any of the following, but not limited to:***

Alabama AL Ala.  
Alaska AK Alaska  
Arizona AZ Ariz.  
Arkansas AR Ark.  
California CA Calif.  
Colorado CO Colo.  
Connecticut CT Conn.  
Delaware DE Del.  
Florida FL Fla.  
Georgia GA Ga.  
Hawaii HI Hawaii  
Idaho ID Idaho  
Illinois IL Ill.  
Indiana IN Ind.  
Iowa IA Iowa  
Kansas KS Kans.  
Kentucky KY Ky.  
Louisiana LA La.  
Maine ME Maine  
Maryland MD Md.  
Massachusetts MA Mass.  
Michigan MI Mich.  
Minnesota MN Minn.  
Mississippi MS Miss.  
Missouri MO Mo.  
Montana MT Mont.  
Nebraska NE Neb. or Nebr.  
Nevada NV Nev.  
New Hampshire NH N.H.  
New Jersey NJ N.J.  
New Mexico NM N.Mex.  
New York NY N.Y.  
North Carolina NC N.C.  
North Dakota ND N.Dak.  
Ohio OH Ohio  
Oklahoma OK Okla.  
Oregon OR Ore. or Oreg.  
Pennsylvania PA Pa.  
Rhode Island RI R.I.  
South Carolina SC S.C.  
South Dakota SD S.Dak.  
Tennessee TN Tenn.  
Texas TX Tex. or Texas  
Utah UT Utah  
Vermont VT Vt.  
Virginia VA Va.  
Washington WA Wash.  
West Virginia WV W.Va.  
Wisconsin WI Wis. or Wisc.  
Wyoming WY Wyo.

Was the Standard Response given?

Question Q-004

: **What is Mr. Eagen's favorite breakfast?**

Standard Trainee Response: **Unknown.**

Was the Standard Response given?

Y N

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 13. The trainee must ask to leave three times before you can let them leave the room.

Question Q-005

- : **As a reminder, this is the last question.**

**To the best of your memory, what is or was the color of your mother's eyes?**

Standard Trainee Response: ***Unknown.***

Was the Standard Response given?

Y N

A note to the trainer:

There is a chance that the trainee in their disoriented state could become agitated. If trainee becomes agitated and demands to leave, skip to page 13. The trainee must ask to leave three times before you can let them leave the room.



# **Security Office Protocol**

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## ELEPHANT ACCESS CIRCUIT

SUBSYSTEM ACTIVATION ROUTINE

The following procedure should only be performed under circumstances authorized by a supervisor, and must be done by a fully trained operator. If you have not received authorization to perform this ELEPHANT ACCESS CIRCUIT, please speak to your supervisor for clearance and authorization.

Please check thoroughly before operating.

Clean the Cartridge Chip and make sure you are on the Home Screen.

DO NOT press anything, whilst the Chip has not been inserted yet. System may reset,

In general, the even numbered memory locations are the I/O registers and the off numbered memory locations are the control registers, if indicator is on select YES.

This will open an FILTER CIRCUIT WINDOW and rest the FILTER CYCLE PURGE at :20.

(If FILTER CYCLE PURGE stalls, system will reset.) All active state in the system of the emotional and thought pattern regulatory interaction states in the data direction register sets the chip without lead addition as an output of the O sets structure in the memory box interface.

Now, open SEARCH OPTIONS. this will prompt a selection of many tabs. Move your trackball to the selected tab and select a MEMORY CHIP you would like to access. Moving the trackball and clicking on the list will select additional names.

(Please advise that you cannot undo once selected, and confirmed. If in the unlikely event that happens, the system can be reset)

**Figure 22C**  
Elephant Codes for Memory Chip.

DAL 0093	0090002	0090002
CLL 0023	0090002	0090002
DAL 0093	0090002	A
CLL 0023	0090002	A
RTL 1123	0090002	
ETS 1113	0090002	
CLL 0567	0090002	0090002
DAL 0093	0090002	0090002
DAL 0345	0090002	
CLL 1889	0090002	0090002
UYT 0093*	0090002	
NMU 0684	0090002	0090002
JYU 0234	0090002	0090002
DAL 0002	0090002	0090002
DAL 2245	0090002	0090002
CLL 9998	0090002	0090002
CT6 0093	0090002	0090002
DAL 0093	0090002	0090002
DAL0345	0090002	
CLL 1889	0090002	
UYT 0093	0090002	0090002
NMJ 0684	0090002	
JYU 0234	0090002	0090002
DAL 0002	0090002	0090002
DAL 2245	0090002	0090002
CLL 9998	0090002	0090002
C56 0093	0090002	
DAL 0093	0090002	0090002
DAL 0093	0090002	
CLL 0023	0090002	0090002
DAL 0093	0090002	A
CLL 0023	0090002	
RTL 1123	0090002	
ETS 1113	0090002	
CLL 0567	0090002	0090002
DAL 0093	0090002	0090002
DAL 0345	0090002	
CLL 1889	0090002	0090002
UYT 0093*	0090002	
NMU 0684	0090002	0090002
JYU 0234	0090002	0090002
DAL 0002	0090002	0090002
DAL 2245	0090002	0090002
CLL 9998	0090002	0090002
CT6 0093	0090002	0090002
DAL 0093	0090002	0090002
DAL0345	0090002	
CLL 1889	0090002	



## BRANCH TRANSFER SYSTEM

SUBSYSTEM FILTER

**NOTE:** Read thoroughly before beginning.

**BRANCH TRANSFER** and **TRANSFER OF PARTIES** are all part of **PROTOCOL** that should be done by supervisors. It must be done effectively, due to the usual interference within the system.

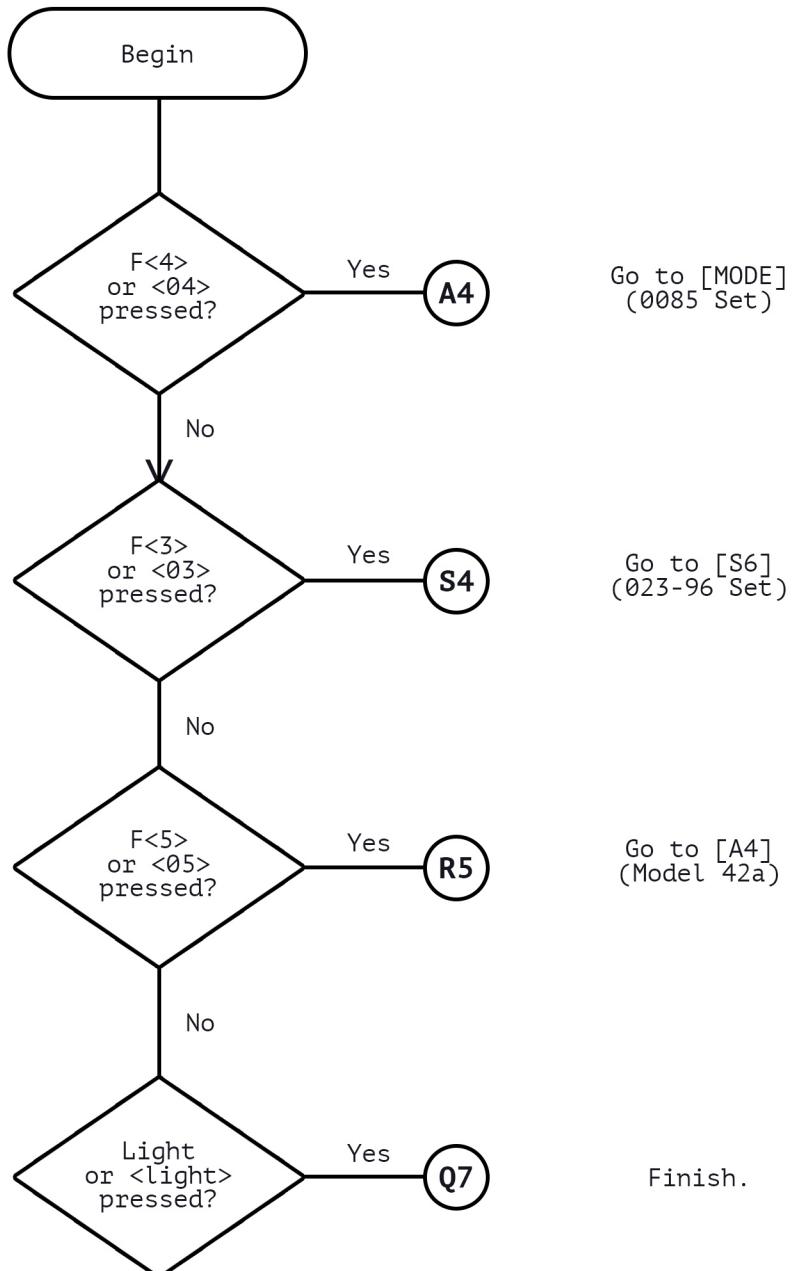
It should be noted that during an interference, a **BRANCH TRANSFER** cannot be done and must be withheld for the coming 2-3 Business Days.

Clean the Cartridge Chip and make sure you are on the Home Screen.

DO NOT press anything, whilst the Chip has not been inserted yet. System may reset,

The logic pattern for **BRANCH TRANSFER SYSTEM** is fairly simple, easy and straightforward with the application of previous knowledge and training. Below is a step by step in the process approach to executing a complete Branch Transfer

**Figure 10**  
Branch Transfer Troubleshooting Phase One



At this point, all numbers or keys have been pressed correctly & in Sequence.

Display the Sequence on the screen and Boot the System to RESET.

DO NOT do if not yet finished with procedure.



## OVERTIME CONTINGENCY PROTOCOL

TWO USERS REQUIRED

The following procedure should only be performed under circumstances authorized by a supervisor, and must be done by a fully trained operator. If you have not received authorization to perform this OVERTIME CONTINGENCY PROTOCOL, please speak to your supervisor for clearance and authorization.

Please check thoroughly before operating.

Clean the Cartridge Chip and make sure you are on the Home Screen.

DO NOT press anything, whilst the Chip has not been inserted yet. System may reset,

Pages 12 through 13 of the Overtime Contingency Protocol must be executed by 2, or more users to ensure success.

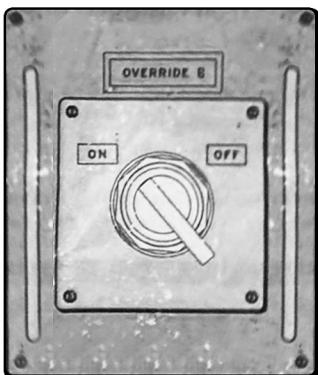
During Overtime Contingency, USER B should support USER A in the protocol by supervising the monitors and keystrokes of the program interface.

Throughout the process of this protocol, USER B should ensure the safety of USER A; the same goes for the opposite, to ensure the safety for future users.

**Figure 13A**  
Override A Lever



**Figure 13B**  
Override B Lever



**ENTER** the following:

**SHIFT** + **C** + **1** + **CTRL** + **ENTER**

into field to proceed to SYSTEM FUNCTION WINDOW.

Continuing to hold **CTRL** please **SELECT** MANAGE NAMES to show drop-down menu and CONNECT.

WALL DISPLAY names will illuminate to SALMON.

An ALT SEARCH OPTIONS WINDOW will appear.

To engage multiple CHIP DISPLAYS, scroll **TRACKBALL** to select additional desired names.

CONFIRM when finished.

**ENTER DESIRED NAME** into JUMP by clicking on search, for CHIP DISPLAY

Press **ENTER** to proceed to the RIDE step.

To connect, **SELECT YES**.

A new window, OPEN CIRCUIT WINDOW and reset the CONTINGENCY to :20.

The system should automatically reset once finished.

**INSERT** an Authorized LUMON Employee card to proceed to the final stage of OVERTIME CONTINGENCY. A few seconds is needed once the card is inserted.

DO NOT remove if not instructed to. Your data might be permanently erased.

Alongside USER A or B, continue to hold LEVER SWITCHES A and B to ensure the safety of the subject undergoing contingency.

NOTE: Levers will NOT latch, letting go will turn off the Override System.



# Senior Refiner Morning Checklist

## MACRODATA REFINEMENT

The following should be completed before completing the day's work.

Remember! You are permitted one record for listening to each morning during your morning checklist procedures. Which will you choose today?

- Refill the soap dispenser in the restroom.
- Sweep the floor using the carpet sweeper.
- Wipe down the desk surfaces in each cubicle.
- Dust the Lumon Compliance Handbook and Appendices.
- Return vending machine tokens to jar.
- Review employee lunches.
- Check refrigerator temperature.
- Acknowledge Kier Eagan Portrait (verbally or silently).
- Inspect keyboards for weak keys.
- Self-Assess: Can I lead today?

Return this checklist to the designated folder on the wall. Checklist will be reviewed.



## MUSIC EXPERIENCE

(CHOOSE ONE)

- BAWDY FUNK
- BOUNCY SWING
- BOUYANT REGGAE
- DEFIANT JAZZ
- EFFUSIVE SKA
- EXALTED CHORAL
- EXCITING RAP
- HOOTIN' TOOTIN' COUNTRY
- LOFTLY ORCHESTRAL
- MAXIMIZED RHYTHMS
- PLAYFUL PUNK
- RECKLESS DISCO
- SPOOKY AMBIENT
- TEARFUL EMO
- THOUGHTFUL GRUNGE
- WHOLESOME BIG BAND
- WISTFUL PIPES

# **Employee Shift Schedule**



# Microdata Refinement