**Office rules**

***1. White board:*** Clean the whiteboard after used whiteboard

***2. Paper:*** The data paper is cut out with the shredder machine

***3. Locker:*** IBSV admin staff gives ”a key of locker” to a staff and keep the spare key

- When an employee enters IBSV, a locker and a key are loaned.

- When an employee leave IBSV job, the key is returned.

- When the key is lost, tell it to admin staff

***4. Mobile phone:***

- Don’t register customer’s phone in your hand phone

- Don’t take pictures of documents, screen PC by your phone

- Don’t connect your hand phone with PC to copy data

***5. Leaving seat :*** When you leave your seat for ten minutes or more, let the documents in a personal locker and lock your PC

***6. Leaving office:***

- Turn off your PC and keep it in personal locker

- Clear everything off your desktop.

***7. Last leaving office :*** Close all doors

- Check all PCs and documents in the room are in the locker.

- Turned off all lights

***8. Clear desk:***

- Arrange everything in your desk orderly

- Don't put important information with the tag paper and the scrap paper on the desk.