**COMPANY POLICIES**

**For Organization:**

1. Cell phone are not allowed during working hours.
2. Wear proper uniform and always wear your ID.
3. Absences without leave are prohibited.
4. Using and equipment or property for your interest without notice is prohibited.
5. All employees are not allowed to have relationship co-workers and employer.
6. No using illegal drugs.
7. Getting personal information of the customers are not allowed
8. Possession of fire arms is prohibited.

**For Customer:**

1. No vandalism
2. No fire arms
3. No public display of affection
4. Getting personal information of the employee are not allowed