

Blunder Mifflin Employee Handbook

As a Blunder Mifflin Employee

Welcome to Blunder Mifflin, where you're our most valuable resource (after the coffee machine). We're committed to being a top institution in Cranton. Here's what we expect from you:

- Support the company's mission (whatever it is this week).
- Know your job well (Google is your friend).
- Promote inclusivity (treat everyone nicely).
- Do your job accurately and professionally (at least look like you're trying).
- Own your actions (blaming the intern is so last year).
- Be punctual (or have a good excuse).
- Maintain high ethics (no office gossip...unless it's really good).
- Understand your workplace role (no, you can't be Regional Manager).
- Be a team player (unless you're working alone).
- Communicate clearly (use spellcheck).
- Listen and respond (nod and smile).
- Show trust and respect (even if it's hard).
- Pursue personal growth (read a book occasionally).
- Know the policies (skim them once).

This handbook is your guide to surviving...oops, we mean thriving at Blunder Mifflin.

Remote and Hybrid Work Policy

Blunder Mifflin values in-person collaboration (we love seeing your face), but remote and hybrid work are options if they fit the job.

- Fully at Office - You're here all the time. I mean, you have no personal life anywhich way.
- Hybrid - Split your time between the office and your couch.
- Fully Remote - Work from anywhere, but show up occasionally.

Staff Grievance Procedure

Got a problem? Here's how to solve it:

1. Talk to your supervisor.
2. Talk to your supervisor's supervisor.
3. Contact Employee Relations.
4. Climb the management ladder.
5. Final appeal to the President (good luck).

Drug, Alcohol, and Smoking Policy

Blunder Mifflin promotes wellness (cue laughter). No drugs or alcohol at The Office. If you need help, we have resources.

Smoking and vaping are banned everywhere, including a 50-foot perimeter around all facilities. Violators will face disciplinary action. Complaints go to HR or Security, depending on who's breaking the rules.

Compliance is mandatory. No negotiation. Stay healthy, folks.