Strayer University

**Code of Conduct**

Week 4

**Assignment 1**

for the

Course of

**Technical Communications**

.07/30/17

By

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Professor: Dennis McGeehan.

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| DENLEY  **INVESTMENT & MANAGEMENT COMPANY** |
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# Memorandum

**To:** Employees

**From:** Call Center Manager

**RE:** Code of Conduct

**Date:** July 30, 2017

## As of Sunday, July 30, 2017, it has come to my attention that employees are using private phone and texting during company time. Therefore, I would like to remind everyone that private phone and text message use on company time is viewed as a violation of the company’s code of ethics. As a result, the use of private phone and texting during company time is not allowed. When employees are working, they can only use company equipment to do the work.

Should you happen to receive an emergence call, talk to you supervisor or a team leader to give you time. And such calls can be made in a private office or a conference room. To be ready for such calls, cellphones should be set to vibrate and a reasonable amount of time will be given.

Thanks everybody and enjoy working with us.

**Bibliography**

1. Smith-Worthington, D., Jefferson, S. (2011). Technical writing for success (3rd ed.). Mason, OH: Cengage.
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3. <https://writingcommons.org/open-text/writing-processes/format/apa-format/669-title-page-template-apa>
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