Strayer University

Code of Conduct Memo – Revision

Week 6

Assignment 3

for the

Course of

Technical Communications

08/14/17

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:** Aug 13, 2017

As the manager of this firm, I would like to tell you how much I appreciate the endless hours of service you dedicated to getting the job completed on time.

As of Sunday, Aug 13, 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 for giving this company your best and may you enjoy working with this kind of success which is appreciated.

**Bibliography**

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