



## DAILY ACTIVITY OVERVIEW

An employee will maintain a daily contact with the company mailing folders for incoming messages from their assigned supervisors and manager.

The daily activity log is maintained to provide both a historical record as well as an audit trail for each individual employee.

Each daily log will contain:

- \*Date
- \*Assignment
- \*Summary of engaged activity
- \*Assignment Status
- \*Follow-up
- \*Pertinent Notes
- \*Time Spent on Assignment

You should check the system for incoming messages each time you log in into the secure intranet system. Keep checking it from time to time during your business hours (from 9 A.M. till 1 P.M. (Probationary Period) or from 9 A.M. till 5 P.M. (Full Time Employment)). You will be notified if your help is needed. Your duty is to confirm the receipt without any delay, overview the details, send your questions in case you need additional clarification of your task. The message will include the information on time frames given to you for the task.

You will have to upload a report into the Files Folder, when a task is completed.

If there are no assigned tasks, work on the already received ones, and keep checking the Panel periodically.

## WORK ASSIGNMENTS TO BE PERFORMED

Work assignments can be found in the Tasks Folder.

The Tasks Folder comprises:

1. The tasks to be given during the probationary period (with step-by-step instructions):

### - Home Office Set Up Task.

Overview: the purpose of this research assignment is to create a project for arranging a workplace for any employee of our company working remotely. You should make a list of the necessary equipment, calculate the cost of each item.

You will be offered approximate Internet links to stores, where this equipment can be purchased.

You DO NOT need to buy anything, because this task is aimed at researching the equipment market.

All your suggestions will be valuable to us.

### - Job Advertisement and Job Offer Letter Task.

Overview: the creative task will help the company to gain new ideas for effectively attracting new employees.

Develop job descriptions to help you articulate the most important outcomes you need from an employee performing a particular job.

You will contribute to the development of the company by making two samples of business correspondence.

The letters save time, connect the candidate's relevant experience to our advertised job, and provide insight into the candidate's skills, characteristics, and experience.

The candidate should indicate that he or she will accept the position, under the stated terms, prior to receiving the letter or contract.

N.B. Try to use your professional experience, avoid using ready-made templates from online sources. Each version of the letter will be checked for plagiarism.

### - Department Developing Task.

Overview: as far as the company is setting up an office in your area.

Your task will be to find the right place for our office.

We need the lease (from 2 up to 5 years) with 3-4 private offices.

The room for the employees should be open and without any cubicles.

In addition to the office area itself, there should be

- \* a couple of guest places,
- \* a reception,
- \* a consultation room,
- \* a rest room,
- \* kitchens/ lunch rooms,
- \* the restricted access to the office not to let anybody to come in from the street.

You can start your search with internet resources. Then you may visit the locations in person.

### - Assets Distribution Task.

Overview: this assignment is given when the need arises to acquire or assist in acquiring equipment for our employees, reimbursing travel expenses, converting cryptocurrency, etc. currency online.

N.B. You will be provided with company funds to complete the tasks, so you must strictly follow the instructions, double check all the information, keep records and comply with the deadlines for completing the tasks.

### - Other Tasks.

Overview: the study of the economic situation on the market, reports on documentation received from the supervisor, correction of current tasks, etc. may also be included in daily duties.

Their volume and deadlines, as a rule, depend on the real needs of the company and are discussed with the supervisor.

2. A task due date to reflect the actual completion date.



The date should necessarily coincide with the actual task completion.

3. The status of tasks:

New (when it is just given)

In progress (while you are working on it)

Pending review (till the end of the probationary period; in case any corrections should be made, you will be notified before the end of the probationary period)

Completed (once the probationary period is over)

Canceled (in case the task is changes or canceled)

## **PERFORMANCE EVALUATION**

A formal performance evaluation will be conducted following an employee's probationary period. Additionally, formal performance evaluations may be conducted to provide both Administrative Assistants and direct supervisors the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **NON DISCLOSURE OF CONFIDENTIAL INFORMATION**

The protection of confidential business information and trade secrets is vital to the interests and the success of Company. Such confidential information includes, but is not limited to, the following examples:

- acquisitions
- compensation data
- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- investments
- labor relations strategies
- marketing strategies
- new materials research
- partnerships
- pending projects and proposals
- proprietary production processes
- research and development strategies
- technological data
- technological prototypes

- employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

In addition, employee files are maintained by the Human Resource department and are considered confidential.



Managers and supervisors may only have access to personnel file information on a need-to-know basis. A manager or a supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, maybe allowed access to file information.

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Name of Employee

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Signature