

GLOBAL CORP - EMPLOYEE HANDBOOK & SAFETY MANUAL (2025)

CONFIDENTIAL DOCUMENT

SECTION 1: FOOD SAFETY & HYGIENE STANDARDS

1.1 Hand Washing Protocol:

All kitchen staff must perform a mandatory hand wash using soap and water for at least 20 seconds before entering the food preparation area.

1.2 Critical Violation:

Touching any food items (burgers, buns, vegetables) with bare, unwashed hands is strictly forbidden. Workers observed grabbing food without prior cleaning will be flagged for hygiene violation immediately.

SECTION 2: CONSTRUCTION & FACTORY SAFETY

2.1 Head Protection:

All workers and visitors entering the construction zone or factory floor must wear a Yellow Hard Hat (Safety Helmet) at all times.

2.2 High Visibility:

Safety vests are mandatory in heavy machinery zones.

SECTION 3: CORPORATE GROOMING POLICY (HR)

3.1 Approved Attire:

All employees are required to wear Formal Business Attire during office hours. This is defined as Collared Shirts (button-down) and formal trousers.

3.2 Prohibited Clothing:

Casual wear is not permitted on the office floor. Specifically, Hoodies, Sweatshirts, Round-neck T-shirts, and Baseball Caps are strictly prohibited to maintain professional decorum.

SECTION 4: DATA SECURITY & SERVER ROOM PROTOCOLS

4.1 Restricted Devices:

Due to high-security data sensitivity, the possession or use of Mobile Phones (Smartphones) is STRICTLY PROHIBITED inside the server room and operational bays.

4.2 Operator Conduct:

All employees must keep their hands visible on the desk or keyboard. Using a mobile phone for calls, texting, or scrolling within the secure zone is a 'Category A' violation and will lead to immediate disciplinary action.

END OF DOCUMENT