

Rule Name	Link For detail	Detail rule in english (master data)	Approvers
Book Meeting Room	https://sites.google.com/vitalify.asia/vfaofficialguidebook/worki ng-environment/book-meeting-room?authuser=1	<ul style="list-style-type: none"> - Adding all meeting rooms in your calendar first. - Must book meeting rooms before using. - Allow book available rooms only. - Cancel the booking in case you don't need to use anymore. - Booking each meeting for a maximum 1 hour. 	Yen
Office Beautification	https://sites.google.com/vitalify.asia/vfaofficialguidebook/office -environment/office-beautification-rule?authuser=1	<ul style="list-style-type: none"> - Don't leave any unnecessary personal items for work on the desk and under the desk. - Hang your Scarf/Jacket/Coat on a chair. - The tissue box is glued to the back of the desk. - Hang your bags, backpacks, and lunch boxes on the desk. 	Nihei
Alarm System Instruction	https://sites.google.com/vitalify.asia/vfaofficialguidebook/office -environment/office-alarm-system-instruction?authuser=1	<ul style="list-style-type: none"> - Check OFF all air conditioners and lights. - Check and close all doors. - Turn ON the security system. - Inform the security guard that you have set the alarm system ON. 	Nakatoki
Share Good News	https://sites.google.com/vitalify.asia/vfaofficialguidebook/worki ng-environment/share-good-news?authuser=1	<ul style="list-style-type: none"> - All staff can suggest Good News to Manager. - Manager send request to announce Good news. - BO using the content & announce to Announcement Group. 	Yen
INTERNSHIP PROGRAM	https://sites.google.com/vitalify.asia/vfaofficialguidebook/hr-recruitment/internship-program?authuser=1	<ul style="list-style-type: none"> - Defining the training plan & report to Managers. - Assign internship students to each group. - Building a program promotion team. - Setting the training schedule and hiring targets. 	Tu
Security Training	https://sites.google.com/vitalify.asia/vfaofficialguidebook/worki ng-environment/security-training?authuser=1	<ul style="list-style-type: none"> - When leaving the seat, must lock screen. - Not share login information of PC/Laptop to others. - Not use crack software. - Not use open source code, images, icons that required license. 	Nakatoki

