



Office Beautification

Last update 2023/08/14 [TrangVTM]

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OVERVIEW

This document defines the rules for office beautification.

PURPOSE

The purpose of this rule is as follows:

- To maintain our comfortable working environment.
- To Improve our productivity, creativity, office security, and office safety.

BASIC RULE

DESK

- Don't leave any unnecessary personal items for work on the desk and under the desk.
- The following items can be placed on the desk: Necessary items for your work such as PC, Testing Device, Cell Phone, PC Keyboard, Glass/Bottle x 1, Light for Remote MTG, Laptop Stand, and Microphone.
- Take your personal items necessary for work when you leave the office or store them in your locker.
- Hang your Scarf/Jacket/Coat on a chair.
- Hang your bags, backpacks, and lunch boxes on the desk (using S-hooks) instead of leaving them on the floor. Please contact the admin to install it.
- The tissue box is glued to the back of the desk. Please contact the admin to install it. <[Instruction video](#)>
- The following items are permitted for the purposes of this rule and company policy.
 - Items necessary for work or necessary to improve performance.
 - Animals and plants, provided they are properly cared for.
 - Artistic, cool, or creative objects (maximum 1 item per area, within 20cm x 20cm).

If you are not sure of each item above, please check with the admin.

MEETING SPACE

After using a meeting space, please check the following before you leave

- Return everything to its original position (chairs, pens, remote controller, cables, mic, and connectors).
- Clean up whiteboards if used.
- Turn off lights, air conditioners, and monitors.



COFFEE STATION

All staff can use this area as long as they can keep it tidy.

- Do not take the company stuff for another purpose (not coffee/ tea drinking) and do not leave your personal stuff in the area.
- If you store your coffee/ tea in the area for use, please note the owner's name and expiry date on it.
- Never leave a dirty cup on the table/ shelf, please clean it.
- Wipe the table/chair clean if you get it wet/ dirty.
- Put things in order, do not let things in the inappropriate area.
- Use the space freely, but remember to return the original status after using it.

AUDIT & CLEARANCE

The company performs the following audits and clearances on a regular basis.

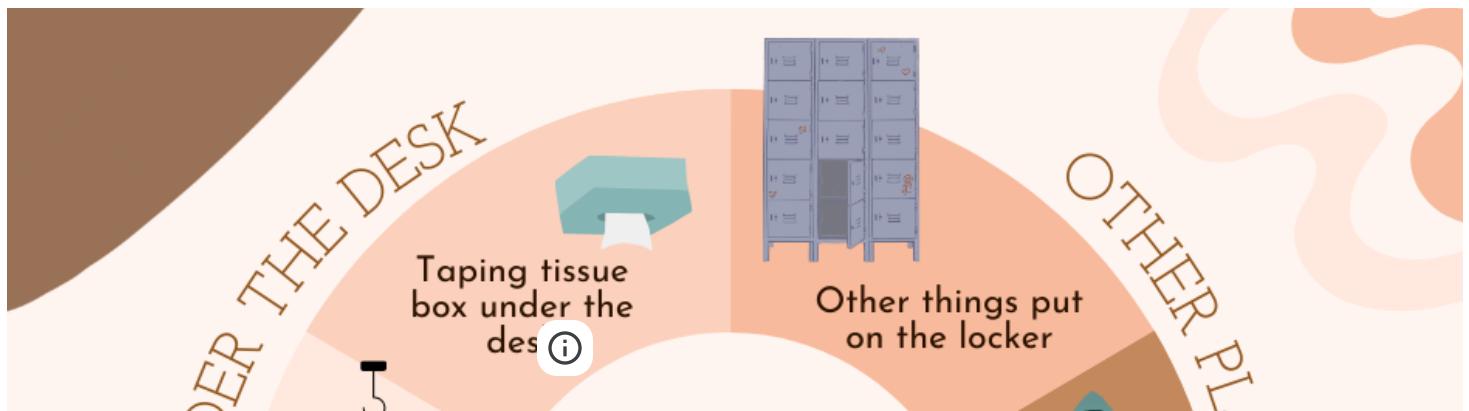
AUDIT

- The assigned auditor will conduct an audit and check the application status of this rule.
- The auditor will announce the audit date in advance.

FORCE REMOVAL

- The auditor will force the removal of any non-compliant items.
- Any items that remain non-compliant after one month of being kept and announced will be discarded by the auditor.
- Removed items will be temporarily stored in Warehouse 3rd floor and photos will be shared by the Auditor.
- If you need to return the removed items, please ask the auditor within one month after removal.
- The Auditor will maintain records of the items (in/out/removed).

Thank you for your cooperation in maintaining a professional and comfortable work environment. If you have any questions or concerns, please contact the BackOffice Department.





IDEAL STATE





No personal items on the desk basically



No personal items on the floor basically





Glue The tissue box to the back of the desk





Maximum decoration space: 20x20cm





Hang your bags on the desk





Re-arrange all things back to the original position





Turn off lights and aircon



Clean board and arrange marker, wiper...



Clean board, arrange marker and wiper

History

Date	Note	Modified by
2023/04/21	New created	Sakurai
2023/08/14	Add Coffee Station in Basic Rule	TrangVTM





