

Office Manual Template

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2 Pages



Finco Offices
2150 Symposium Road, Lebanon, OR 97355

Standard Office Manual for Employees

Version 1.0 - 2024

Introduction

Welcome to Finco Offices, a leading accounting firm serving clients across the United States. This Office Manual serves as a comprehensive guide to ensure smooth operations, maintain professional standards, and foster a positive working environment.

Office Hours

Regular Office Hours: 9:00 AM - 5:00 PM, Monday to Friday

Lunch Break: 12:00 PM - 1:00 PM

- Early closing on changes in office hours will be communicated via email.

Dress Code & Professional Appearance

- Business professional attire is expected Monday through Friday. This includes suits, dress shirts, blouses, and appropriate shoes.
- "Casual Fridays" allow for business casual attire, such as polo shirts, blouses, or dresses.
- Always present a neat and groomed appearance.

Communication & Technology Use

- Employees are provided with a company email. This should be checked at least twice a day.
- Personal use of social media, streaming, or gaming during office hours is discouraged.
- Cell phones should be kept on silent during office hours and used sparingly for personal calls.

Health & Safety Protocols

- Always wash your hands upon entering the office.
- Coughing or sneezing, especially with flu-like symptoms, please stay home.
- Emergency exits are clearly marked. Familiarize yourself with the evacuation plan posted on each floor.
- First aid kits are located in the kitchen and on the first floor.

Sample Front Office Manual

Robyn Freeman, Leila Chambers



Sample Front Office Manual:

Whispering the Techniques of Language: An Emotional Quest through **Sample Front Office Manual**

In a digitally-driven earth where screens reign supreme and quick connection drowns out the subtleties of language, the profound secrets and mental subtleties hidden within phrases frequently go unheard. Yet, situated within the pages of **Sample Front Office Manual** a interesting literary value blinking with natural emotions, lies a fantastic quest waiting to be undertaken. Composed by an experienced wordsmith, this enchanting opus invites visitors on an introspective journey, delicately unraveling the veiled truths and profound affect resonating within ab muscles fabric of each and every word. Within the psychological depths of this emotional review, we shall embark upon a sincere exploration of the book is core styles, dissect its interesting publishing fashion, and fail to the strong resonance it evokes heavy within the recesses of readers hearts.

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