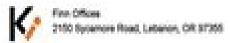
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2 Pages





#### Standard Office Manual for Employees

Version 1.0 - (000)

#### Principalities.

Watcome to First Offices, a teating accounting first carring clearly across the United States.

The Office Manual service as a comprehensive gaids to ensure princed operations, representative professional standards, and finate is positive services environment.

#### Office House

Regular Office House, II (SI PM - 5 (S) PM, Monday in Friday Current Break: 10 (SI PM + 10) PM

Early closing or changes in office hours will be consequent about our stook.

#### Oness Code & Professional Appearance

- E. Francis professional office is expected through Fluoring. The tribules soft, does don't, don't, blasses, and appropriate street.
- "Canad Fodops" after the functions a soul after, such as gain ofers, Matrix, or destroys.
- 2 Make present a keet and growed appropriate

#### Communication & Technology Use

- Engitypes are provided with a company result The checket for checked at least testing.
- \$ Percondings disord/meths absorbing to going duting office book is discovering
- Collaborate chould be kept on about storag office boost and and opomyty for personal calls.

#### Private & Safety Protocols

- E. Financiant you have got energy for after
- 8. Elseing shoot, especially with further completes, please may be se-
- Emergency cots are clearly sealers Fundance powerP with the execution plan powerFun sealt flow.
- 1. For all the per traped to be tacken and at the book look.

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Mr. Rohit Manglik

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