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2 Pages



Five Offices
2150 Sycamore Road, Lebanon, OR 97356

Standard Office Manual for Employees

Version 1.0 - 2024

Introduction

Welcome to Five 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 or 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 dresses.
- "Casual Friday" allows 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 avoid opening for personal calls.

Health & Safety Protocols

- Please 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.
- Fire exit kits are located in the kitchen and on the first floor.

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DP Hallahan



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