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2 Pages



Five Offices
2150 Symposium Road, Lebanon, OR 97355

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 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.

Office Word Manual

S Ashworth



Office Word Manual:

Whispering the Strategies of Language: An Emotional Journey through **Office Word Manual**

In a digitally-driven earth wherever monitors reign supreme and immediate interaction drowns out the subtleties of language, the profound strategies and psychological nuances concealed within words often move unheard. However, set within the pages of **Office Word Manual** a captivating fictional prize pulsating with organic thoughts, lies a fantastic journey waiting to be undertaken. Written by an experienced wordsmith, this enchanting opus encourages viewers on an introspective journey, delicately unraveling the veiled truths and profound affect resonating within ab muscles material of each and every word. Within the mental depths of this touching review, we will embark upon a sincere exploration of the book is primary subjects, dissect their fascinating publishing fashion, and succumb to the strong resonance it evokes strong within the recesses of readers hearts.

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