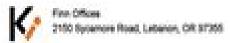
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Standard Office Manual for Employees

Yearing 1.0 - (2004)

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

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 destines.
- 2 House prevents had and growed appropriate

Communication & Technology Use

- Engitypes are provided with a company result The checket for checked at least testing.
- \$ Percondings disord/medic attention in going foregother book a discouraged.
- Collaborate chould be kept on about sturning office boost and and opposingly for personal cubs.

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.
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