

# Employee Manual

## Dental Practice Mission Statement

This dental practice exists to provide quality dental care to its patients on a timely and efficient basis.

## Equal Employment Opportunity

It is the policy of the dental practice not to discriminate against employees or applicants on the basis of race, color, national origin, sex, age, religion, marital status, or the presence of any sensory, physical or mental disability (provided that such disability does not hinder job performance) with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with the principle of equal employment opportunity.

Any employee or applicant who feels that he or she has been discriminated against because of race, color, religion, sex, age, national origin, marital status, or sensory, physical, or mental disability should report such incidents to management without fear of reprisal. Confidentiality will be maintained.

## Anti-Harassment Policy

The dental practice is committed to the principle that all individuals should be treated with dignity and respect. Harassment of an individual because of race, sex, sexual orientation, disability, age, religion, national origin, or any other reason will not be tolerated.

Although harassment for any reason is contrary to office policy, sexual harassment is a problem that deserves particular attention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Any employee who witnesses harassment or who believes that he or she has been harassed should immediately report the incident to management. All reports will be investigated promptly, fully, and completely, and special privacy safeguards will be applied in handling sexual harassment complaints. No reprisals will be taken against an employee for making a complaint. The office will keep confidential documentation of all allegations and investigations and will take appropriate corrective action—including disciplinary measures against employees and dismissal of patients from the practice, when justified—to remedy all violations of this policy.

## Suspected Misconduct and Dishonesty

The employer will not tolerate theft or other misappropriation of assets, misstatements and other irregularities in the company records, wrongdoing, forgery or other alteration of documents, fraud, other unlawful acts, and any similar acts. It is improper to make a false report or to provide false, inaccurate, deceptive, or misleading information in any patient record or to any insurer, third-party administrator, patient, or other party. Every employee has a responsibility to report suspected misconduct and dishonesty.

## Employee Status

Except as otherwise provided by written agreement or prohibited by law, employment in this office is "at will," meaning that either the employee or the employer can terminate the employment relationship at any time, with or without cause and without prior notice.

# Sample Employee Policy Manual

**Patrick Vollmar**



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**Sample Employee Policy Manual :**

I have a 2001 Daewoo Lanos. The engine revs is too fast. It Feb 22, 2008 — The first thing to do is to disconnect the idle air control valve. This is located on the side of the throttle body (where the throttle cable ... Daewoo Lanos Idle Rev issue Apr 1, 2010 — The car is a W reg. The problem is that the revs idle at around 1k, she says that when she is driving she can hear the revs going high even ... Daewoo Lanos high Idle speed Hi,. My Daewoo Lanos is having a problem with its idle speed being too high. At a standstill it idles at about 1600rpm, and can be a bit embarrassing SOLVED: My daewoo lanos 1999 wont idle at the lights it Feb 23, 2011 — Remove the idle air control motor (IAC) and clean it well and the hole it comes out of with throttle body spray cleaner, or carburetor cleaner ... Daewoo Lanos Stalls: causes and solutions Hello, I have a Lanos and its problem is that it is always powerless and tends to stall. When turning the air conditioning on, this failure is even more ... Rough Idle: Hi Again Everyone, My Lanos ... May 21, 2009 — Hi Again everyone, my lanos idles very rough, doesn't stall,

seems to lack power when driving, recently replaced plugs, leads, air filter ... My 2001 Daewoo has a rough idle after. Dec 30, 2012 — It shakes and studders a lot. Sometimes the car stalls and I have to press the gas pedal in order for the car to keep running. After it warms up ... my 2001 daewoo lanos keeps dying when i come to a stop Jun 2, 2014 — I have Daewoo lanos 16v it can't start plugs firering timing is good i spre y qikstart meas start fluid nothing happen it doesn't have camshaft ... Daewoo Matiz Idle Woes - YouTube Daewoo Lanos Idle Air Control Valve Order Daewoo Lanos Idle Air Control Valve online today. Free Same Day Store Pickup. Check out free battery charging and engine diagnostic testing while you ... Types of Room Cleaning Chemicals / Taski ... TASKI CLEANING AGENTS LIST - R1 to R9 ; TASKI R3 / Diversey R3: Glass Cleaner and Mirror Cleaner ; TASKI R4 / Diversey R4: Furniture Polish / Furniture Cleaning / ... Housekeeping Chemicals Taski R1 : Bathroom cleaner cum Sanitiser · Taski R2 : Hygienic Hard Surface Cleaner (All purpose cleaning agent) · Taski R3 : Glass and Mirror Cleaner · Taski R4 ... List of products by brand TASKI / Diversey - Facilitycart Store List of products by brand TASKI / Diversey · TASKI R1 Super - Bathroom Cleaner & Sanitiser Concentrate · TASKI R2 - Hard Surface Cleaner ... Housekeeping Chemicals | PDF Taski Cleaning Product Series · TASKI R1: Bathroom cleaner and Sanitizer · R2: All purpose cleaning agent · R3: Glass cleaner · R4: Furniture Polish · R5: Air ... Best taski chemicals list from r1-r9 with corporate uses... Taski chemicals list with their uses- · R1/ Cleaning and Sanitising of Bathroom Cleaners · R2/ All-purpose cleaner · R3/ Glass cleaner · R4/ Furniture cleaner · R5/ ... Taski R1 To R9 5 Ltr Household Cleaning Chemicals Floor ... Item Name: crew glass cleaner. Crew™ Concentrated Glass and Household Cleaner 5L is an all-in-one cleaning formulation used for all types of glass surfaces and ... Chemicals used in daily housekeeping operations Dec 8, 2019 — CLEANING AGENTS LIST - R1 to R9 TASKI R1 / Diversey R1 Cleaning and ... All-purpose cleaning agent / Hygienic Hard Surface Cleaner. TASKI R3 ... 7th GRADE MATH COMMON CORE REVIEW - TPT This download consists of 9 “crash course” reviews with explanations and examples. Every "crash course" is followed by a practice assessment comprised of items ... Math Incoming 7th Grade Summer Break Packet Math Incoming 7th Grade Summer Break Packet. Due Date: August 19th, Monday. Expectations. • Please complete 2 assignments per week. final review packet math 7r FINAL REVIEW PACKET MATH 7R. This Packet is a review of we covered this year in 7th grade mathematics. • Unit 1: Rational Numbers. • Unit 2: Expressions ... Grade 7 Advanced Math Review Packet.pdf Attached to this letter is a packet of materials to help you supplement your child's education while away from the formal school environment. Please feel free ... 7th Grade Math All-Year Review Packet: Study Guide & Test ... Aligned to Common Core/Georgia Standards of Excellence. This review packet contains six sections, each beginning with a study guide followed by test ... 2021 Summer Math Packet: 7th to 8th Grade This summer, we encourage you to continue to practice your mathematics at home. Practicing math skills over the summer can keep the brain's pathways for ... 7th Grade Math Full-Year Review Packet - Teach Simple 7th Grade Math Full-Year Review Packet based on Common Core State Standards. Each section begins with a summary of all concepts in the unit followed by ... 7th Grade - Sort By Grade Create-A-Review. Create-A

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