

SAMPLE COMPANY POLICY

Company Work Rules

1. Employees shall maintain a professional appearance at all times while on duty and shall wear clothing appropriate to their duties.
2. Employees shall be at the work place, ready to work, at the regular starting time. Working hours for all employees are Monday to Saturday, 8:00 am. – 4:00 pm and on all Sunday and holidays, office will remain closed. Lunch break will be between 12:15 pm – 12:40 pm. All employees are expected to be punctual and reach office on time. After 8:05 am it would be marked as late.
3. Employees must comply with time limitations on rest and meal periods.
4. Employees shall not use Company equipment, materials or facilities for personal purposes. Use of email, phones and the internet is for work purposes only.
5. Employees shall not engage in outside employment that is detrimental to the Company's interest.
6. Employees shall not reveal information in Company records to unauthorized persons.
7. Employees shall be responsible for securing prescription and/or nonprescription drugs in their possession while at the work site. An employee taking prescribed medication(s) under the orders of a physician shall report the fact to her/his supervisor if the medication(s) may affect her/his performance.
8. Possession, ingestion or distribution of alcoholic beverages and/or illegal or controlled substances at work sites is prohibited.
9. Racial, ethnic, or sexual harassment of any person is prohibited.
10. Firearms or weapons of any kind are prohibited on work sites.
11. Employees shall maintain current and accurate personal data with their supervisor and the Human Resource Office.
12. Employees shall not conduct any personal business during working hours nor use state or work site telephones or cell phones to place or receive personal calls except in emergencies or with supervisory approval.
13. Unauthorized possession, duplication, or use of agency keys, badges, identification cards or any other property is prohibited.

Sample Company Policies And Guidelines

Thomas Griffiths



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