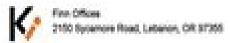
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2 Pages





#### Standard Office Manual for Employees

Version 1.0 - (000)

#### Principalities.

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

#### 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.
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#### Communication & Technology Use

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- \$ Percondings disord/meths absorbing to going duting office book is discovering
- Collaborate chould be kept on about storag office boost and and opomyte for personal calls.

#### Private & Safety Protocols

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- 8. Elseing should, expectably with further completion, please than better.
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