

Download File PDF Company Guidelines For Employees

#Jenny



Finally I get this ebook, thanks for all these I can get now!

#Rio



Cool! I'am really happy

#Markus Jensen



I did not think that this would work, my best friend showed me this website, and it does! I get my most wanted eBook

#Hun Tsu



wtf this great ebook for free?!

#Che Salsa



My friends are so mad that they do not know how I have all the high quality ebook which they do not!

#Diego Butler



so many fake sites. this is the first one which worked! Many thanks

COMPANY RULES AND REGULATIONS

The following Rules and Regulations shall apply to all employees of the Company while in the Company's premises at all times including break times and overtime:

1. Each employee must act in accordance with the company's policies, orders, rules, regulations, guidelines etc. applicable from time to time.
2. The Company expects each employee to maintain proper decorum. Employees are expected to conduct themselves on the job in a manner that contributes to operating efficiency, productivity, safety and a harmonious work environment.
3. The duty must be performed in good faith and a brief reporting of the work done in the entire day must be given to the head office.
4. Proper registers must be maintained for every tracking and record keeping.
5. No employee shall be under the influence of or using alcoholic beverages including drinking such beverages during the work hours. Any employee arriving to work under the influence of alcohol or an illegal substance will not be permitted to work.
6. No employee shall drive a Company's vehicle or operate any equipment while under the influence of alcohol.
7. You are required to be at your appointed work place and ready to begin work at the appointed starting time. Irregular attendance or tardiness will not be tolerated and may result in termination.
8. Employees who will be late or absent from work must inform their Supervisor at least two (2) hours prior to actual starting time.
9. Under no circumstances should employees leave the assigned work area early without express permission from a Supervisor.
10. Designated break times are assigned to have meals.
11. Employees who work late or on overtime must ensure that all lights, air-conditions and Equipments are shut off when they leave the work place.
12. Dress code is to be followed strictly. Employees must wear their uniforms at locations where uniforms are required. You are expected to look neat and presentable while on the job.
13. An increment based on individual performance shall be given every year.
14. If employees do not meet the company's expectations of performance or conduct, necessary corrective actions may be taken. It is within management's discretion to determine what measures would be appropriate under each circumstance.

[Download PDF version of :](#)
Company Guidelines For Employees