

Office Manual Template

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2 Pages



Five Offices
2150 Symposium Road, Lebanon, OR 97355

Standard Office Manual for Employees

Version 1.0 - 2024

Introduction

Welcome to Five Offices, a leading accounting firm serving clients across the United States. This Office Manual serves as a comprehensive guide to ensure smooth operations, maintain professional standards, and foster a positive working environment.

Office Hours

Regular Office Hours: 9:00 AM - 5:00 PM, Monday to Friday

Lunch Break: 12:00 PM - 1:00 PM

- Early closing on changes in office hours will be communicated via email.

Dress Code & Professional Appearance

- Business professional attire is expected Monday through Friday. This includes suits, dress shirts, blouses, and appropriate shoes.
- "Casual Fridays" allow for business casual attire, such as polo shirts, blouses, or dresses.
- Always present a neat and groomed appearance.

Communication & Technology Use

- Employees are provided with a company email. This should be checked at least twice a day.
- Personal use of social media, streaming, or gaming during office hours is discouraged.
- Cell phones should be kept on silent during office hours and used sparingly for personal calls.

Health & Safety Protocols

- Always wash your hands upon entering the office.
- Coughing or sneezing, especially with flu-like symptoms, please stay home.
- Emergency exits are clearly marked. Familiarize yourself with the evacuation plan posted on each floor.
- First aid kits are located in the kitchen and on the first floor.

Microsoft Office Publisher Training Manual In Urdu

Angela Manning



Microsoft Office Publisher Training Manual In Urdu:

The Software Encyclopedia ,1988 Allen's Indian mail and register of intelligence for British and foreign India ,1875

The British National Bibliography Arthur James Wells,1968 **International Cataloguing and Bibliographic**

Control ,1998 **Who's who in Finance and Business** ,2008 Who's who in Finance and Industry ,2001 **Who's**

Who in the World, 1978-1979 Marquis Who's Who, LLC,1978 *Using Microsoft Publisher 2002* Angela Manning,2002

Publisher 2007 Chris Hale,2007 Student manual for course teaching the basics of Microsoft Office Publisher 2007

Microsoft Publisher Eisch,Krueger,1995-01-01

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