

Workplace Rules

{COMPANY NAME} Workplace Rules

{Company Name} would like to ensure a safe and pleasant work environment for everyone. A positive work atmosphere happens when everyone commits to a standard of behavior. Below you will find a list of unacceptable practices in this workplace. Failure to comply with these rules will lead to disciplinary actions, as listed in the {Company Name} Employment Agreement.

1. Willfully destroying, damaging, or stealing company or employee property.
2. Failure to show up to the workplace without having proper absence excusal.
3. Being tardy to work without valid excusal.
4. Engaging in horseplay or fighting during work hours.
5. Leaving your workstation or refusing to complete assigned tasks.
6. Using threatening or abusive language with employees or staff.
7. Tampering with other employee's clock-in hours or task lists.
8. Violating any health codes determined by company policy.
9. Using company equipment in an unauthorized manner.
10. Breaking a school policy that has resulted in long-term suspension or expulsion.