

Task Guide

Company Rules & Expectations

Responsible: Human Resources & Leadership Team

Task Description:

As a team you will be responsible about setting the tone for the office environment. This builds the company culture and sets the guidelines for all staff as they work in the office. In this task you will discuss and establish what is expected by each employee and what company rules they must follow while in the office.

Guidelines:

1. Process of determining the company rules and expectations.

- Open up Google Doc and record the rule and consequences for each topic
- Details of things to consider for each topic are found on page two
- Discuss and finalize each topic and determine the rule or expectation
- Discuss the consequence if the rule or expectation is not followed

2. Topics

Topic Item	Rule or Expectation	Consequence if not followed
Phones out in Office		
Using Phone at work		
Internet Use		
Attendance		
Seating in Office		
Eating in Office		
Respect others working		
Noise & Distractions		
Tidiness		
Leaving the office		
Music Policy		

Leadership Decision: Signatures required

Art & Publications _____ approved

Digital Media _____ approved

Marketing _____ approved

Sales _____ approved

Accounting _____ approved

Communications _____ approved

Human Resources _____ approved

COO _____ approved CEO _____ approved

Submit this signed sheet for evidence of completion of this task and facilitator approval

Facilitator Approval:

Approved Not Approved Signature: _____

Comments: _____

Topic Item	Things to consider
Phones out in Office	This will be a difficult topic as many of you are very attached to your phone. What are the teachers rules? Will employees be allowed to have their phones out on their desks while working in the office? Does this make them more productive to have the phone out? Do you want to have them keep their phone in a special place? or in their backpack? What is the school rule as it relates to the phone?
Using Phone at work	Can an employee use their phone? What are acceptable reasons to use the phone? Is there a specific place they can use their phone to not distract from the work environment? What about social media like snap chat? Sending text messages? What are the teachers rules?
Internet Use	What are the expectations for using the internet? Should it be work related only? What about watching video content? You Tube? Should they use earbuds when watching work related video content? What are the teachers rules?
Attendance	What is the tardy policy? If they miss work do to an emergency do they need to contact the office? If so who do they contact? If they know they are going to miss work should they contact their supervisor? Is their a form they should fill out? How many days of sick leave does everyone get? What if you use up all your sick leave? Does an employee use a sick day if they are out for work or school related business?
Seating in Office	Can people move around and sit with who they want? Do you have common work areas for teams of people need to work on projects? What about sitting next to your best friend or your boyfriend or girl friend? When is it acceptable to move from your assigned desk? What about people who displace others from their assigned seats?
Eating in Office	What is the school rules. What are the teachers rules? Is there certain times food will be allowed in the office? Is there a special place that food will be allowed? What about drinks? If drinks are allowed, what type?
Respect others working	What are the expectations for being social in the office. Visiting others while they are trying to work? Talking to people around you when they are trying to work? Is there a limit on the amount of time you can hang out and talk as a group? Will there be designated social activities (company parties)where work will be suspended? What is the department leaders responsibility when visitors come and distract their team?
Noise & Distractions	What is considered professional level of noise? Is yelling in the office acceptable? Should people be encourage to get together to talk about things they need to discuss? How do you get everyone's attention without yelling?
Tidiness	What is the expectation about leaving trash and stuff around the office? How should the desk be left when the employee leaves the office? What are the expectations for the employee mailbox? Should the mailbox be cleaned out weekly? monthly?
Leaving the office	What is expectation for employees that need to leave the office? What are the teachers rules? Do employee need to have identification when they leave? Should they tell someone when they leave? What are acceptable reasons to leave the office? Is there a certain time when leaving will not be allowed to help take attendance? What about employee that stay and require a pass? Is that acceptable?
Music Policy	What is the school rule about listening to personal music during class? What are the teachers rules? Does your company policy work with school and teacher expectations? What about entering the office with earbuds out? If you allow music, will it be consistent with your phone policy? Do you have office music ? If so, who decides what is played? Can anyone control the playing of music in the office? What if the music is distracting to people trying to work?