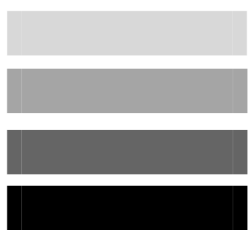


Employee Training

**Updated 5
March 2018**



**ABC
TECHNOLOGIES**

SOFTWARE DEVELOPMENT



Unit 1

Policies & Procedures

Conduct

General

The following behaviors are prohibited at ABC Technologies:

- Smoking or vaping (except in the designated areas located on the north and south sides of the building)
- Swearing or profane language use
- Consuming alcohol
- Disorderly or loud behavior
- Attempting to cause harm to another individual(s)
- Theft

A comprehensive list of prohibited behaviors can be found in the employee contract.

Internet and Cell Phone Usage

The Internet is central to ABC Technologies. Employees are responsible for maintaining a secure connection and ensuring that the internet is used appropriately. Do not share internet connections with anyone outside of ABC Technologies.

Refrain from using cell phones for non-work related use while on the clock. Please let a supervisor know if it is an emergency.

Dress Code

Employees are expected to maintain a “business casual” appearance. This means employees should dress in a clean and professional manner. Employees should be well-groomed at all times and clothing should be free of holes, tears, or stains. No explicit language or logos (excluding Guru) should be present on clothing. Avoid overly bright colors and revealing clothing. Below are some examples of appropriate work attire:

<u>Pants</u>	<u>Shirts</u>	<u>Shoes</u>
<ul style="list-style-type: none">- Khakis- Corduroys- Slacks- Jeans- Skirts	<ul style="list-style-type: none">- Blouses- Button-downs- Polos- Turtlenecks- Blazers- Cardigans- Sweaters- Dresses	<ul style="list-style-type: none">- Boots- Loafers- Sneakers- Heels- Flats- Dress shoes

Please do not wear T-shirts, shorts, or open toed shoes unless given prior permission by HR. Contact the HR department if you are unsure if a clothing item is appropriate for work