



GENERAL OFFICE POLICY

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Haines Business Systems Ltd
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Introduction

This policy outlines a set of general behaviours, and describes procedures and systems that should be adopted to ensure that the company works smoothly and that the organisation is better able to achieve its values and goals. It applies to all employees, associates, contractors and others working for and with the company on company business.

General Behaviour

All employees have the right to work in an environment that is free from bullying, harassment and abuse. At all times employees must maintain professional working relationships with each other, providing support when needed. The following statement is appropriate to all employees:

1. Treat others – be they team members, clients, visitors or suppliers with the respect and courtesy that you would wish for yourself.
2. If a colleague asks for help, give it willingly and make the time to see what else you can do to help.
3. Similarly, ask for help when you need it, do not battle on – in the end, if you do, whatever project, assignment or task you are engaged in will suffer. We are all here to help each other.
4. Do not pass on boring or unglamorous tasks to others.
5. Do not take liberties. Don't ask other team members to run trivial personal errands for you – unless, of course it's an emergency – or they offer.
6. If there is something you do not know, or do not understand, don't hesitate to ask. We all need to learn from each other.
7. The more you know about the way the company works, the rewarding you will find the job and the more helpful you will be to our customers. Take time, therefore, to get to know the business. You will find that senior colleagues and managers are more than willing to help you learn more about the business. This is also a very good way of helping to progress your career within the company.
8. Think carefully about what you are doing and ...