

Use of Office Facilities Policy



Office facilities are intended primarily for use by employees in conjunction with business purposes. However, some exceptions will be allowed as defined below.

- Facilities may be requested for birthdays, baby and wedding showers, retirement parties and other similar events if they are given for the benefit of current employees.
- In all cases, requests for use of facilities should be submitted to HR. Requests will be approved or denied within 5 business days. Where use of facilities creates conflict among other employees, such use may be prohibited.
- Employees using office facilities are expected to abide by established housekeeping rules.
- Employees who misuse or damage facilities will be held responsible under the company disciplinary proc

Management reserves the right to change this policy at any time for any reason.