

—*Working Policies & Procedures*—

Hours—Our normal office hours are 9 a.m. to 5:30 p.m. Monday to Friday. Employees should be at work during this time. Flexible time can sometimes be arranged for individuals who find these hours difficult to keep. Employees who will be late for work or are ill are expected to provide as much notice as possible. Our overtime policy is covered under “Salaries & Benefits.”

Lunch and work breaks—We do not observe formal work breaks or lunch hours. We anticipate that employees will take a quarter-hour morning and afternoon break, and a half-hour mid-day lunch break. These can be taken at the employee’s discretion, unless requested otherwise by the Senior Designer or President.

Dress, demeanor and neatness—We adhere to accepted business standards in the office. These include appropriate office demeanor, maintaining a neat and orderly workplace, and casual business dress. When calling on clients, more formal business dress—jackets and dresses—is often appropriate.

Security—The building is normally open from 7 a.m. to 10 p.m. weekdays. Special security arrangements can be made to open the building at other times. For your own safety, you must make prior arrangements with the Senior Designer or President and work with at least one other employee to stay after 8 p.m. or come in on weekends.

Teamwork—Our success is based on the willingness of our employees to work together on projects when called for. To ensure that everyone is informed of individual workload, we hold a regular staff meeting each Monday morning from 9 a.m. to 11 a.m. Each employee is expected to discuss in detail the projects he or she is working on.

Recordkeeping—The profitability of our company and our ability to pay above average salaries and benefits is dependent on charging clients appropriately for the time we spend on their assignments. We insist that all employees keep accurate and up-to-date time and expense records.

Creative review—To maintain the consistency and quality of the company’s work, all ideas and concepts are subject to review by the Senior Designer or President at his or her discretion.