

Staff Memo

Instructions for Managers

1. Place notice in a central location
2. File in central file for reference

Instructions for Staff

1. Read the information carefully
2. Talk to issuing Manager if you have any questions

Attention All Staff

Date: __/__/__

With the Festive Season fast approaching, we would like to ensure all employees are aware of our Company policies and procedures. The expected behaviours during business hours are still to be followed whilst attending work functions as you are representing our Company.

It is extremely important that all staff adhere to the following policies especially during the Festive Season:

- Sexual Harassment
- Harassment and Victimisation
- Discrimination
- Workplace Bullying
- Motor Vehicle Policy
- Company Social Events Policy

Should any of our staff members not respect our Company policies, then disciplinary action will immediately be enforced which may lead to possible termination of employment.

Please enjoy the Festive Season and thank you for being part of our team.

Kind Regards,

General Manager