



DEPARTMENT & CONDUCT GUIDE

ADMIN STAFF EDITION

ATTITUDE

BEHAVIOUR

COMPETENCY

Table of Contents

A note from the CEO	3
Terms of your employment	4
Infraction Categories: the ABCs	5
Competency	7
Behaviour	9
Attitude	12
Correction Implements	14
Demerit Conversion Table	16
Time Outs	17
Personal Leave Conversion	19
ADDENDUM	20

A Note from the CEO

Dear Junior Staffer,

This guide has been prepared to help you understand the importance of conforming to corporate standards of comportment and to meeting the expectations of your manager.

As a new admin member of staff, it is highly likely that you will initially fail to meet the high standards Artemis boasts. This is perfectly natural and your immediate supervisor will, through the use of demerits and other correction processes and tools, make you a better employee in spite of yourself.

You are expected to understand how the Department and Conduct Policy is designed and implemented. It is your responsibility to share your experiences with other admin staff to assist with overall improvement. Finally, it is your responsibility to keep current with the latest version of the current “D&C” Policy, which is continuously evolving.

Best of luck and stay out of trouble, girls!

Hunter Downe

Chief Operating Officer
Artemis Solution Systems

Terms of your Employment



As an Admin employee of Artemis Solution Systems, you must agree to and sign an Employment Contract. This contract legally obligates you to ob-

serve all corporate policies, without exception or legal recourse. The terms of your employment are non-negotiable and failure to meet them could result in immediate dismissal and potential civil action!



Infraction Categories

The Artemis Department and Conduct Policy identifies three key categories of misconduct. The so-called ABCs of Department and Conduct include Attitude, Behaviour and Competency. All infractions fall within one of these three categories.



Infractions represent sub-par job performance, which vary in severity from mild to extreme. Infractions earn a proportionate number of demerits. Each Demerit is

equivalent to one hour of an employee's salary. Direct supervisors are permitted to issue demerits, which are then deducted automatically from the employee's normal pay check.



Example: Secretary Jane serves Manager Dick a cold cup of coffee. Manager Dick issues Secretary Jane three demerits. Secretary Jane earns

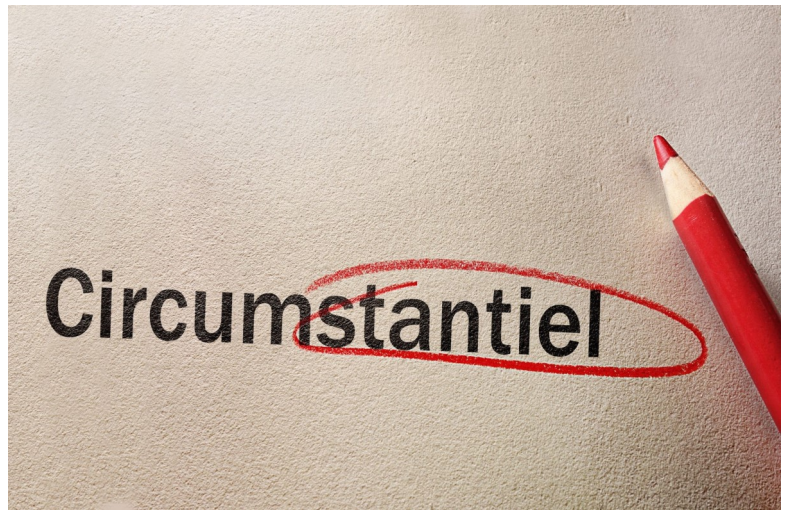
\$10 per hour and \$30 would be deducted from her next pay check

Demerits are tallied monthly and, until addressed, are carried over from month to month, until applied to junior's pay check or offset through other methods.

Infraction Categories: Competency

Competency Infractions cover vocational requirements required by an Admin staffer in order to perform her role properly. Examples of common Competency Infractions include:

Dictation/Typographical Error– Common failure due to misspellings or incorrect grammar used in business communications



DEMERIT RANGE: 1 per typo

Waste of Company Resources– Avoidable instances in which a junior used up office supplies or wasted company time

DEMERIT RANGE: 1 –3

Damaging or Misuse of Company Property– Situa-

tions in which a junior has caused damage to office equipment such as computers or printers

DEMERIT RANGE: 1 –3

Absent from Desk Without Permission– Juniors who wander from their assigned work space without manager's permission

DEMERIT RANGE: 2 - 3

Missed Communications– Instance where a junior has failed to capture a phone call or delivery for her manager

DEMERIT RANGE: 2 - 5



Failure to meet Deadline– Junior runs out of time assigned to complete a manager assigned task

DEMERIT RANGE: 1— 5

Infraction Categories: Behaviour

Behaviour Infractions refer to misconduct as observed in employee behaviour deemed negative in nature. Examples of common Behaviour Infractions managers are on the look out for include:

Tardiness– Junior misses her assigned work date start hour

DEMERIT RANGE: 3



Dress Code– Junior fails to adhere to any aspect of a manager assigned dress code

**DEMERIT RANGE:
2-4**



Flirting– Junior engages in inappropriate flirting with various types of external

manual or technical contractors

DEMERIT RANGE: 4 - 6

Failure to achieve Fitness Goals– Junior misses her manager assigned monthly Fitness Goals

DEMERIT RANGE: 5– 10

Gossip– Junior caught indulging in





**idle speculation re-
garding managers or
other junior staffers
DEMERIT RANGE: 2– 6**

**Anti-social Behaviour–
Junior witnessed en-
gaging in less than
supportive, positive or**

**respectful activities, as determined by her manager
DEMERIT RANGE: 1—10**

Infraction Categories: Attitude

Staff deportment is a key indicator of an employee's attitude. Poor attitude often manifests itself in some of these common Attitude Infractions:



Disrespect for Authority–
Junior observed as failing to acknowledge her superior's authority

DEMERIT RANGE: 5—8

Backtalk– Junior responds to her manager in a manner deemed to be verbally inappropriate

DEMERIT RANGE: 5—17

Inappropriate Familiarity–
Junior addresses her manager in an overly familiar manner



DEMERIT RANGE: 4—8

Personal Department– Junior displays herself in manner unbefitting an Artemis secretary

DEMERIT RANGE: 5—7

Lack of Ambition/Unrealistic Ambition– Junior either fails to embrace her role or alternately displays ambitions unbecoming to an admin grade staffer

DEMERIT RANGE: 3—6

Negative Mindset– Any demonstrations of poor attitude which a manager determines is in need of changer and correction

DEMERIT RANGE: 1—10



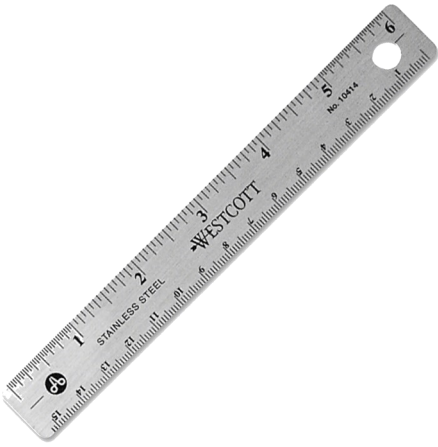
Demerit Conversion & Correction Implements

Managers may offer an employee— at their discretion— an opportunity to substitute corporal correction for Infraction Demerits. Admin staff who accrue many demerits often prefer to endure physical correction in order to limit their financial liability.

The following implements have been authorised for use in employee correction sessions. Managers wishing to use correction tools not found on this list may not be used, unless permission is sought from and granted by the Human Resources Department.

Bare Hand– All Managers are entitled to implement 'swats' via bare hand





Ruler– Metal rulers are commonly used and may be requested via Office Supplies Request Service

Paddle– Paddles are popular and automatically issued to all Director and above managers. Managers require approval to receive a paddle!



Belt– Only Senior Managers have the option to use a belt for correction purposes and must request HR Director approval to do so.

Crop– Crops are reserved for C Suite officers only.



Demerit Conversion Table

Managers must consult the following chart when determining which tools may be used in what ratios to relation to earned staff demerits.

1 Hand 'swat' = 1 Demerit offset

1 Ruler swing = 1 1/2 Demerits offset

1 Paddle swing = 2 Demerits offset

1 Belt swing = 3 Demerits offset

1 Crop swing = 5 Demerits offset

Demerits not offset through corporal correction may be addressed via normal salary docking, time out periods or other methods as determined by a manager.

Time Outs

Managers may opt to use a Time Out session as an alternative to or an addition to corporal correction. Time Outs are conducted as follows:

1 Demerit = 15 minutes

Every department has a designated Time Out area easily denoted by signage and a wall timer.



The staff member scheduled for a Time Out must face the wall and, to ensure focus, must press her forehead against a coin. If the coin falls, the Time Out is

invalidated, the timer reset and the staff member must begin her allotted Time Out again.

Time Outs are an alternative to corporal correction and used exclusively at the discretion of the manager.



Personal Leave Conversion

Staff who have acquired demerits may apply to have them vacated in lieu of Personal Leave. Said leave includes Personal, Sick or Vacation days an employee may have accrued.

VACATION REQUEST

APPROVED

Employee Information

Name (Last) Public

Address (Mailing Address) 1234 MAIN STREET

E-Mail Address NA

Dates Requested June 12 - July 1

Department

Home Telephone 1234-567

Office Telephone 1234-567

State XY Zip 12345

Major or Subject

Credits Earned

Other

A Personal Leave day may be surrendered at the rate of 10 Demerits per Personal Day.

Personal Leave Conversion is an option which is wholly the prerogative of the manager. Managers are in no way obligated to permit use of Personal Days in lieu of Demerits.

ADDENDUM

Extenuating factors– Managers may choose to deduct demerits on the basis of:



Expressed contrition

Wearing of pleasingly distracting underwear

Promise to avoid repeat of infraction

Restitution through offer of personal service/s

The number of demerits deducted in such cases is entirely at the discretion of the Manager!

