

EXCERPTS FROM EMPLOYEE HANDBOOK

BEFORE	AFTER
<p>Dress Code</p> <p>All employees are expected to at all times present a professional image of the company. To this end, it is our policy that each employee’s dress, grooming, and personal hygiene be appropriate to the workplace. Employees are at all times the professional face of the company with customers, representatives of other companies, Government officials, and the public.</p> <p>The dress code for company offices is Business Casual unless meeting with or representing the client. Employees meeting with clients always are expected to wear professional business attire. Employees working at a client site must follow the client dress code, and any additional guidelines as provided by the on-site Program Manager. Under no circumstances may an employee appear for work wearing inappropriate casual attire such as blue jeans, shorts, T-shirts, sandals, sneakers, or similar attire.</p>	<p>Dress Code</p> <p>You may wear business casual at ABC Corporation unless you are meeting with or representing a client. Under those conditions, professional attire, including a suit and tie, is required.</p> <p>While working at a client site, follow the client dress code and guidelines, as provided by the on-site Program Manager. Under no circumstance may you report to work, wearing casual attire, such as blue jeans, shorts, T-shirts, sandals, sneakers, or similar attire.</p> <p>Remember, you represent ABC Corporation at all times. Your dress, grooming, and personal hygiene must be appropriate.</p>

BEFORE	AFTER
<p>New Employee Orientation</p> <p>New employee orientations will begin on or before your first day with briefings provided by the Human Capital Division, the on-site program management team, or assigned subject matter experts (SMEs) where necessary. During this period, you will be briefed on company policies and provided information and employment forms you will be required to complete. The Employment Eligibility Verification Form I-9 must be completed and returned to the company office within three business days from the time of receipt in order for your employment to continue. Your orientation will continue at the client site, or other worksite(s), so that you can become familiar with site-specific policies and procedures and be introduced to key ABC Corporation and client personnel that you will be working closely with in the course of your employment with ABC Corporation.</p>	<p>Employee Orientation</p> <p>Orientations will begin on or before your first day, with briefings by the Human Capital Division, the on-site Program Management Team, or assigned subject matter experts (SMEs) when necessary. You will be briefed on company policies and required to complete employment forms.</p> <p>Complete the Employment Eligibility Verification Form (I-9) and return it to the company office within three business days. Failure to do so will jeopardize employment.</p> <p>Orientation will continue at the client site or other worksite(s) so that you can become familiar with site-specific policies and procedures while meeting key ABC Corporation and client personnel with whom you will be working.</p>