



Call Center Policy and Procedures

A. Purpose of this Document

This document provides a comprehensive collection of policies and standards expected of call center agents and all other employees in [company name].

It's also meant to help [company name] manage staff members more effectively by defining acceptable and unacceptable employee behavior.

These rules are also in place to protect the employee, [company name], and its customers.

Manual For Call Center Procedures

Yijin Wang



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