

Memo for Specific Workplace Issues

TO: All Employees

FROM: Edgar Abong/Facilities Management

DATE: November 5, 2023

SUBJECT: Addressing Proper Usage of the Breakroom Facilities

Dear Influno Team,

It has come to our attention that the usage of the breakroom facilities requires some guidelines to ensure its cleanliness and availability for everyone. As we all deserve a tidy space to relax and refuel, we're introducing the following measures:

- **Clean as You Go:** After using any utensils, dishes, or equipment, please wash and return them to their original spots. This ensures the next person doesn't have to clean up before they can use something.
- **Label Personal Items:** If you're storing any food or drinks in the refrigerator, ensure they're clearly labeled with your name and the date. Items without labels or past their freshness date might be disposed of during weekly cleanings.
- **Respect the Quiet Time:** To create a peaceful environment for everyone, let's avoid loud music or conversations between 12 PM to 1 PM, which is the peak break time for many of our colleagues.

Let's all work together to maintain a positive and productive work environment where everyone feels comfortable and valued.

How To Report A Stubborn Employee

RM Cervero



How To Report A Stubborn Employee:

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Decisions and Reports on Rulings of the Assistant Secretary of Labor for Labor-Management Relations United States. Federal Labor Relations Authority,1978 **The Drama-Free Workplace** Patti Perez,2019-03-26 Eliminate sexual harassment unconscious bias ethical lapses and other HR nightmares Companies spend millions on legal compliance training and initiatives to eliminate workplace drama and the resulting low morale and lawsuits but don t always get the results they want Most organizations understand that simply checking legal compliance boxes around sexual harassment bias etc isn t enough but are at a loss on how to implement solutions especially in today s post MeToo world Patti Perez is an attorney HR expert trainer and former state regulator who has conducted over 1 200 workplace investigations In this unique book she explains the secret to avoiding all forms of drama legal exposure and low morale A healthy workplace culture Patti combines

the lessons learned from 25 years of professional experience with robust data from behavioral science research to debunk common myths including the belief that a focus on legal compliance leads to a healthy workplace culture In fact it increases the likelihood of getting sued The Drama Free Workplace includes a section with easy to understand causes effects and solutions to problems related to Sexual harassment Bias and diversity Ethics lapses The book also includes helpful information on Becoming an organization that values and practices fearlessness fairness and freedom Anticipating situations that give rise to drama with detailed advice on how to prevent it from happening Using emotional intelligence to communicate more precisely and persuasively about sensitive controversial topics in the workplace Finally the book s DIY section guides companies on how to draft and enforce helpful policies that employees will actually read and want to follow design and deliver powerful and effective training programs investigate and resolve claims of sexual harassment and other types of misconduct Together these practical tools will help all your employees feel valued and motivated and keep drama disengagement and lawsuits away

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