

Office Rules: What You Must Do

1. You must be on time.
 - Punctuality is crucial for a smooth workflow.
2. You must wear your ID badge at all times.
 - This ensures security within the office.
3. You must keep your workspace clean.
 - A tidy desk helps maintain a professional environment.
4. You must report any issues to your supervisor.
 - Open communication is key for resolving problems.
5. You must follow the dress code.
 - Dressing appropriately sets a professional tone.
6. You must attend all mandatory meetings.
 - Meetings are essential for team coordination.
7. You must use office equipment with care.
 - This helps prolong the lifespan of office resources.
8. You must respect your colleagues.
 - A respectful atmosphere promotes teamwork.
9. You must take breaks in designated areas only.
 - This minimizes distractions for others.
10. You must complete your tasks by the given deadlines.
 - Timely completion of work is essential for project success.

 LIVEWORKSHEETS