

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 handle 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.