

Employee Policies

T.E.A.M. Together Everyone Achieves More

Office Hours

Required Office Hours

The required hours are Monday through Friday, 8:00 am to 9:00 pm. Saturday required hours are 8:00 am until 7:00 pm Recommended Sunday hours are 12:00 noon to 6:00 pm.

Employee Expectations

Dress Code and Office Etiquette

As the saying goes, you never get a second chance to make a first impression. At [company name], we want our customers to view us as the professionals we are. Credibility plays a big role in our business, and a professional office environment and attire increase your organization's credibility in the eyes of the customer.

