

OFFICE AND FACTORY MANAGEMENT REGULATIONS

ROE VISUAL CO., LTD.

Office and Factory Management Regulations

PURPOSE

This system is specially formulated to maintain normal office order, create a harmonious office environment, establish a good image of the company, and improve work efficiency.

CODE OF CONDUCT

1. Unite and help each other, get along well with colleagues, do not engage in office politics, accept others' opinions and criticisms with an open mind, and pay attention to self-cultivation in daily behavior.
2. When guests come to visit, they should be treated with courtesy, and there should be someone at the front desk during working hours.
3. When receiving inquiries from people inside and outside the company, you should look at each other and answer with a smile in any situation. You must not ignore, be indifferent, be impatient, use impolite language, or even reprimand or quarrel with others.
4. Colleagues must cooperate, respect each other, obey the management, not contradict the leader for no reason, and not slow down work.
5. Keep the countertops in the workplace in order. Documents, cups, pens, notebooks, handbags, and other items cannot be placed casually, let alone littering or spitting.
6. Pay attention to the sanitation of the office; do not litter the toilet, and flush the toilet after defecation.
7. Smoking in the company is strictly prohibited. If smoking is required, it should be in the designated area (the stairwell on both sides of the company floor).



JOB SPECIFICATIONS

1. Turn down the volume of the mobile phone ringing during working hours. You must develop strict work habits. After getting off work, there is no one at the seat. You must clean up your work desktop and remember to turn off the computer host and display screen to ensure safety.
2. The mobile phone should be set to vibrate or be silent during the meeting.
3. When the office equipment (including printing equipment, communication, lighting, audio-visual, computer, building, etc.) is found to be damaged or malfunctioning, the employee should immediately report to the Administration Department for repair to solve the problem in time.
4. Save company resources and not waste water, electricity, paper, and other office resources. Paper is used on both sides (except for controlled documents involving company secrets, official documents, and archives), and the waste paper of controlled documents must be shredded by a shredder. Form a habit when you get off work: turn off the air conditioner, computer host and monitor, close the windows, turn off the lights, turn off the power to the equipment not in use, and lock the door.

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