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Sample Office Procedures Page 6 of 98 January 2004 ____ 2. EMERGENCY PLAN PROCEDURES Note to User: The sample policy below includes an underlined item for you to select or enter. General Emergency Plans, Disaster, and Safety Procedures All staff members are trained on the following procedures. In case of an office

Sample Office Policies and Procedures

Finance Policies and Procedures Manual. 1.5 Office Cleaning 1.5.1 The office shall be cleaned between 7am and 8am before staff officially arrive and again over lunch hour (12.30pm-1.00pm). The Finance and Administration Manager will be the person responsible for co-ordinating all cleaning activities.

GENERAL OFFICE ADMINISTRATION Communication

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