Office policy

As a group, work on the perfect office policy, with its rules and the things which are not allowed.

Think about these themes:

- dress code
- working hours
- food and drinks
- voice tone
- use of the internet
- smoking
- personal mobiles

What other themes would you add to your policy?

Some good examples to start...

All employees **are not allowed** to...

You **should** always wear...

Everyone **has to** start working by 9AM, but you **do not need to/have to** badge in when you arrive

You **can/are allowed to** eat at...