General Policy

Can you imagine playing baseball without any rules? What about driving without any laws for stoplights? The obvious result in either of these scenarios would be confusion and chaos.

The same result is true for organizations as well. If there are no guidelines or rules for employees to follow, they will not know what is expected of them, which can lead to frustration and confusion.

That is why we have this General Policy Manual.

While we work towards achieving our goal to expand the practice, we want to have a fun and productive environment. The best way to do that is by first ensuring that everyone knows what’s expected of them and how to do their jobs.

The owner may decide to amend these policies as they see fit. If this occurs, all employees will be notified in writing of the policy amendment or cancellation.

If you discover a policy does not exist to cover a specific situation relating to your job or a general situation, then you are expected to propose a policy to cover that particular situation. Send the proposed policy in writing to the HR Dept. for the owner’s review.

If you have any disagreements or confusion with a policy, then your concerns should be discussed with your supervisor and/or the HR Dept. immediately to get the issue clarified.

Our policy is to be followed exactly, without alteration, thus avoiding confusions and problems that could arise from misapplication of these policies. If there is anything you do not understand, get it clarified.

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