

Memo

To: QRM Employees
From: QRM Senior Management Staff
CC:
Date: 11/15/2013
Re: [Click [here](#) and type subject]

Dress Code and Cell Phone Reminder

Effective as of today, QRM will be strictly enforcing the current rules and regulations that were given and signed by the employees in the QRM handbook upon the first day of employment. Even though ALL of the rules and regulations are going to be heavily monitored, the main ones that are the most consistently broken, unfortunately, are stressed in this memo. This is not to take away, or misconstrue, from the fact that ALL of the rules and regulations are equally important. NO QRM EMPLOYEE is more important than another and with that comes equal punishment, no matter the length of employment, position, or production level of any employee participating in the blatant disregard and intentional violation of QRM's rules and regulations regarding PROPER work place procedure.

1. Qrm, effective immediately, will be enforcing the rules and procedures regarding dress code and cell phones. QRM is a place of business and is to be treated as such. Dress code and cell phone violations will be handled as seen fit by members of the management staff. Punishments could include, but not limited to: dismissed from shift duties allowing the use of PTO, if not PTO is available then employees will be dismissed from shift duties without pay for time missed (employee will still be compensated for time worked on the clock for the period of time that was worked that day.), suspended for a time to be determined by senior management at time of violation (PTO rules still apply), and TERMINATION if all other facets of the disciplinary actions to not deter violations by said employees. These two procedures are used to nurture professionalism in the simplest way possible. As is they are simple tasks to preform we hope, as a company, this will cease immediately and fail to cause future problems and distractions in the future.

-Thank you for your attention and your future cooperation to this memo, the one(s) already provided, and the ones that are to follow.

-QRM Senior Management

Employee print name: _____

Employee signature: _____