

Office Procedure

Purpose

TBA*

Definitions

Casual attire includes, but is not limited to, jeans, shirts with or without collars, hoodies, skirts, and shorts.

Representatives are all TKUSA Executives, Directors, employees, and Committee members.

Scent products include, but are not limited to, perfume, cologne, diffusers, incense, candles, air fresheners and deodorizers, and fresh flowers.

The University refers to The King's University.

Procedure Statement

1. Computer Equipment

- 1.1. TKUSA Computers must be used for TKUSA-related purposes.
- 1.2. TKUSA Computers must be regularly maintained to verify whether they require replacement or upgrading.
- 1.3. Should a computer require replacement, TKUSA may defer said replacement until the beginning of the following fiscal year. The Executive Board may grant exceptions given the immediate significance in replacing said computer, provided that enough funds are available in the budget to do so.
- 1.4. At the end of a computer's life cycle, the hard drive must be wiped, and the computer must be disposed of as determined by the General Manager.
 - 1.4.1. Disposal methods include sale, donation, or recycling.
- 1.5. Any proceeds from computer disposal will be re-allocated to TKUSA's budget as a miscellaneous fund, to be used at the discretion of the General Council.

2. Hours of Operation

- 2.1. TKUSA must notify the student body of its normal hours of operation through its various means of communication.
- 2.2. Before the Christmas holiday, the Executive Board must notify the student body of its Christmas break hours of operation through its various means of communication.

3. Security

- 3.1. TBA*

4. Telephones

- 4.1. The use of any and all telephones by TKUSA must comply with **

5. Office Etiquette

- 5.1. TKUSA's dress code is casual attire, unless the day's tasks or special circumstances require otherwise.
- 5.2. TKUSA employees should wear clothing that is clean, comfortable, and practical for work.
- 5.3. TKUSA employees must refrain from wearing clothing that has words, terms, or pictures that may reasonably cause offence to others.
- 5.4. Clothing that has TKUSA's logo is encouraged.
- 5.5. TKUSA employees must refrain from using scent products in the office.
- 5.6. TKUSA Employees who receive fresh flowers are encouraged to take them home by the end of the workday.
- 5.7. TKUSA Employees are encouraged to use headphones when listening to music in the office. Should an employee have headphones and should an individual request that that employee use them, the employee must oblige.
- 5.8. A TKUSA employee who fails to meet these standards, as determined by their supervisor, will be verbally notified.
- 5.9. An employee who continually fails to meet these standards may be subject to Disciplinary Action.

Fact Sheet

First Approval: n/a