

Rules and regulations we have written are:

- 1- Project managers rules and regulations
- 2- General work rules
- 3- Team rules
- 4- Red tape rules (that differ between one industry and another)

### Sample of Project Managers rules:

... **People:**

**Rule 10:** You cannot watch everything. What you can watch are the people. They have to know you will not accept a poor job.

**Rule 15:** One must pay close attention to workaholics – if they get going in the wrong direction, they can do a lot of damage in a short time. It is possible to overload them and cause premature burnout but hard to determine if the load is too much, since much of it is self-generated. It is important to make sure such people take enough time off and that the workload does not exceed 1 ¼ to 1 ½ times what is normal.

**Rule 33:** if you have a problem that requires additional people to solve, you should approach putting people on, like a cook who has under-salted the food.

### Sample of General work rules:

.... Please read the following work rules handbook and kindly do not engage in any of the following list of behaviors that we at XYZ consider unacceptable and accordingly reprimand, warn, layoff or dismiss the concerned person (s):

...**Time and attendance:** The regular starting time is from 9AM to 6PM with 1 hour lunch break at noon from 1PM to 2PM. Having your lunch break in our cafeteria that is well equipped to meet this purpose or outside company offices, is a matter of choice that you are free to make. However failure to be at the work place, ready to work at specified time, or eating in your office, or coming to work under the effect of alcohol or any drug, or bringing alcoholic beverages or drugs onto company property will be subject to disciplinary actions.

Each employee is responsible for his own Time card, losing it, not using it, forgetting to use it, is not allowed. Moreover punching another employee's time card or falsifying any record is subject to disciplinary actions.

**Use of Company Equipments:** Company equipments are assets made available to your use to simplify your work, not taking proper care of, neglecting, or abusing company equipments and tool or any willful damaging, stealing or destroying of properties belonging to fellow employees or to the company will be subject to disciplinary actions. ....