

Class : 5A

Name : Chan Cheuk Hang, Henry

Topic : Memo

\*\*\*\*\*

Date: 18<sup>th</sup> February, 2019

To: All staff members

From: Sales Department

Subject: Undesirable Behavior in the Workplace

I have recently received several complaints from our department members about some thefts in our working environment. I too have observed several instances of undesirable behavior. I am, therefore, writing to remind everyone of the code of conduct of our company.

To begin with, some personal items of our staff have been reported missing. These items include stationery and memos. I would like to ask all fellow colleagues to comply with our regulations and be sympathetic. Think about how you would feel if someone took your property off of your desk. Stealing not only spreads distrust among colleagues, but also weakens our sense of belonging. Worst still, it ruins the harmonious atmosphere of our company. To crack down on people who steal, we will contemplate installing surveillance cameras in our office. If such practice is still not effective enough to address the problem, we will probably take legal action and bring the matter to the police. Thus, I urge all employees to obey the law and take extra care of your personal items.

Secondly, there have been several recent cases of misusing the company's property. Examples include printers and photocopiers. I have noticed that there is a multitude of colleagues who use the above office supplies to print personal documents, ranging from personal letters to travel documents. This misbehavior is unacceptable and unethical. Some may think that it is not a big deal, but if everyone does so, the extra costs incurred are beyond imagination. I think no one would like to be supervised. However, in order to curb this undesirable behavior, the Management Team may consider sending managers to monitor all employees. Besides, we may implement a complicated and rigorous procedure of applying for using the printer. All this will inevitably increase everyone's workload. Therefore, under no circumstances should we abuse the use of the company's resources.

In addition to the above-mentioned intolerable behavior, some members of staff have been seen attending to personal matters during office hours. Some of them chat with friends via WhatsApp or even write blogs during office hours. This kind of slothful behavior negatively affects our working atmosphere. If everyone follows suit, the productivity of our company will be drastically reduced. I would like to remind everyone that the company hires us to make a profit. It is our responsibility to concentrate on our work and contribute to the best of our ability. Cases such as these will be referred to the Human Resources Department for disciplinary action. First-time offenders will be

warned. The Department may terminate an employee's contract if the situation is acute. Hence, handling private matters during office hours is harmful to our company's productivity and the morale of our employees.

I would like to emphasize once again that the undesirable behaviors described above will not be tolerated in the office, and offenders will be subject to disciplinary procedures. I urge all department members to follow our company's code of ethics so that our office can be a harmonious and productive workplace.