The company expects employees to adhere to a standard of professionalism and respect. General cooperation between all employees is expected. Please read the guidelines below for ways to ensure that our work environment is safe, clean, comfortable, and productive.

Common Rooms/Shared Area Reminders:

- You are welcome to wash your dishes in the sink and let them dry out, but everything must be removed by the end of the day
- Anything left in the common areas or sink will be disposed of if not claimed in a timely manner

Common Rooms/Shared Area Etiquette:



- Dispose of your trash in the proper garbage bins
- Clean up any crumbs or spills from your seat, microwave and/or coffee machine
- Do not leave personal dishes, containers or tupperware in the kitchen sink or common areas
- Remove food from the sink drain after you are done cleaning your dishes



Food & Drink Rules: while on the fulfillment center floor:

- Absolutely **no glass** or **ceramic**
- Only "Grab & Go" snacks – **no meals** (ex: plates, forks, knives, bowls, spoons, tupperware, etc.)
- Food or drinks are **not allowed** to be left on the carts, packing stations, shelves, racks, floor, etc.
- Machine Operators:
    - **No** food allowed on the machines
    - **Only water** is allowed on the machines in a well-sealed and re-usable bottle
    - **No** food or drink in your hands when operating machinery
- **It is <u>mandatory</u> to use a well-sealed and re-usable bottle/cup to prevent spills**
    - Paper or plastic cups are prohibited on the fulfillment center floor
        - You may use a cone cup while standing next to a water station
    - All containers must have a **<u>sealed lid</u>** – **no open containers**





Food & Drink Etiquette: while on the fulfillment center floor:



- Everything must be disposed of in the proper garbage bins (snack wrappers, water bottles, empty cups, etc.)
- Do not throw open liquids in the garbage – liquids should be poured out in the sink first

Thank you all for your continued cooperation

Please see page 2 for further information

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What is not acceptable on the fulfillment center floor:















What is acceptable on the fulfillment center floor:
















If you are unsure if your bottle meets our standards, please see your Team Lead. Thanks!