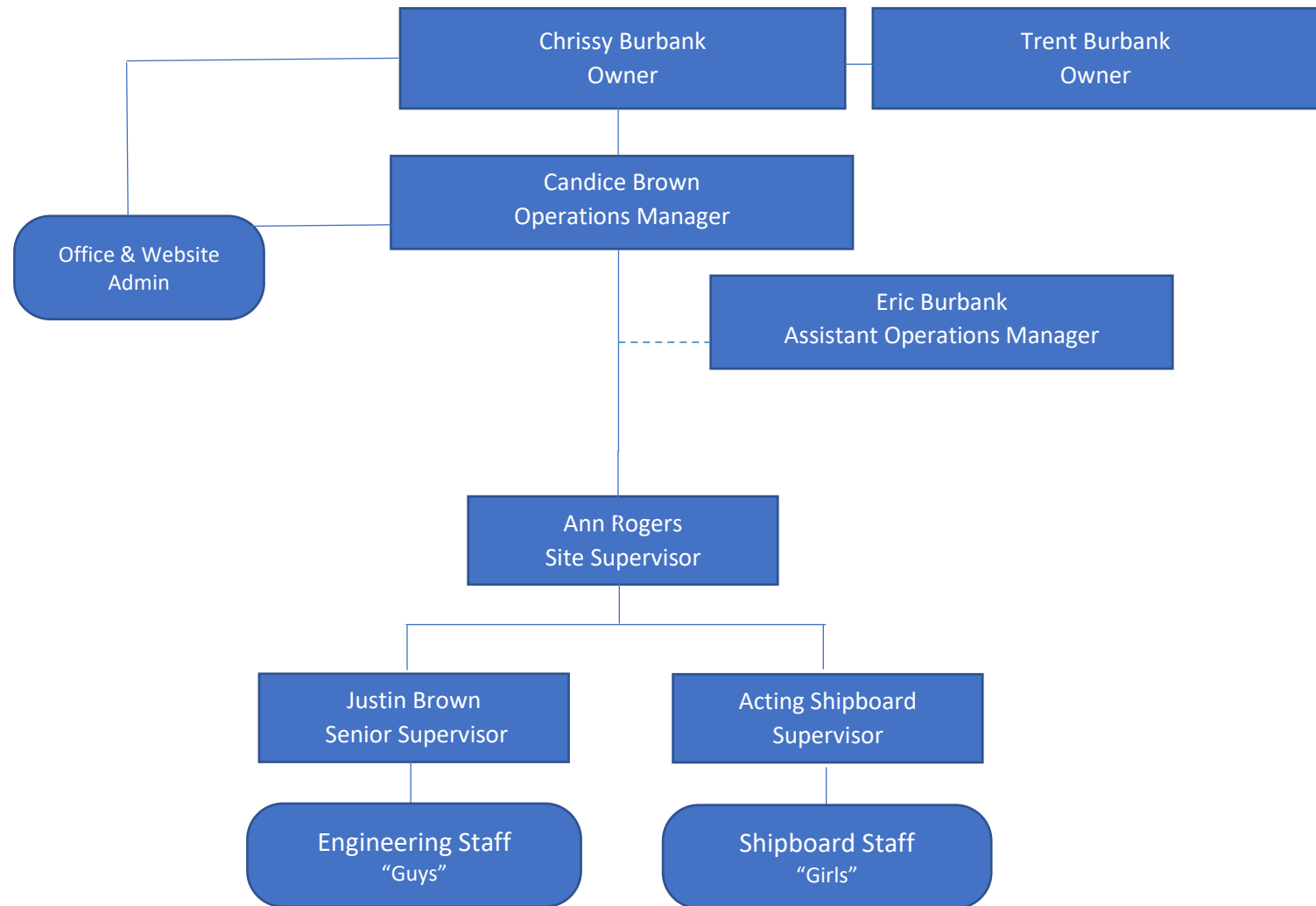


ALL COMMUNICATIONS MUST FOLLOW THE COMPANY HIERARCHY STRUCTURE.

UNLESS SPECIFICALLY REQUESTED, YOUR COMMUNICATIONS SHOULD FLOW TO THE PERSON ABOVE YOU. WORKERS ARE TO COMMUNICATE TO THEIR DIRECT SUPERVISOR, WHO IS TO COLLECT AND FILTER INFORMATION REQUIRING ESCALATION TO THE OPERATIONS MANAGER.

ONLY THE OPERATIONS MANAGER AND OFFICE ADMIN WILL COMMUNICATE DIRECTLY TO THE HEAD OF THE COMPANY.

FAILURE TO FOLLOW THIS STRUCTURE MAY CAUSE DELAYS IN YOUR INFORMATION BEING READ AND PROCESSED BY PROPER LEVELS, OR DISREGARD OF THE COMMUNICATION ENTIRELY. REPEATED DISREGARD FOR YOUR SUPERIOR MAY RESULT IN A FORMAL REPRIMAND.



---

ALL COMMUNICATIONS MUST FOLLOW THE COMPANY HIERARCHY STRUCTURE.

UNLESS SPECIFICALLY REQUESTED, YOU COMMUNICATIONS SHOULD FLOW TO THE PERSON ABOVE YOU. WORKERS ARE TO COMMUNICATE TO THEIR DIRECT SUPERVISOR, WHO IS TO COLLECT AND FILTER INFORMATION REQUIRING ESCALATION TO THE OPERATIONS MANAGER.

ONLY THE OPERATIONS MANAGER AND OFFICE ADMIN WILL COMMUNICATE DIRECTLY TO THE HEAD OF THE COMPANY.

FAILURE TO FOLLOW THIS STRUCTURE MAY CAUSE DELAYS IN YOUR INFORMATION BEING READ AND PROCESSED BY PROPER LEVELS, OR DISREGARD OF THE COMMUNICATION ENTIRELY.

REPEATED DISREGARD FOR YOUR SUPERIOR MAY RESULT IN A FORMAL REPRIMAND.