

VIDEOHELPER POLICIES AND CODE OF EMPLOYEE CONDUCT
CODE OF CONDUCT REVISIONS/ERRATA (continued)

and should never include the insertion into any small animal, unless permission is given by the Office Manager or any of the Managing Staff.

• **SECTION C, part ii “PERSONAL DAYS”** – As clarification to unnamed employees named Denise, said day does not include telling people about piles, cysts, “personal dryness” and the like. That is hereby considered an “Overly Personal Day” and does not fall under the auspices of the attendance guidelines.

• **SECTION F, part iv “UNACCEPTABLE STANDARDS OF CONDUCT (OFFENSES)”** Shall now include the following: unlawful conduct, misrepresentation of the company and/or its employees through email; administration of unsolicited “wedgies;” the discussion of sexual euphemisms that shall include, but is not limited to: “Cleveland Steamers,” “Jacksonville Oyster,” “Philly Clam Dip” or any US city name combined with a seafood entrée.

• **SECTION F, part viii “UNACCEPTABLE CONDUCT: MITIGATING CIRCUMSTANCES”** This section does not and never has included “was dared to do it by Denise in accounting,” suggesting that “all the cool kids are doing it;” or merely insisting “it wasn’t me.” Let’s not forget this is why we terminated Shaggy in 2001.

• **SECTION G, part vii “WORKPLACE HARRASSMENT”** Refers to the workers consigned within the workplace and now, thanks to certain employees, now includes the actual workplace, including leather furniture and “love seats.” Thanks, Denise.

• **SECTION K, part ii “DISCHARGE”** The management wishes to clarify this does not, and never has, included any *bodily* discharge. Denise, this is your last warning.

• **SECTION M, part iv “CORRECT FORMAT FOR NEW DISC SUMMARIES”** As per management, when a new disc is released the format shall be as follows: “*Our newest release, Disc 30: StereoAtypical is a collection of 61 cuts, addressing some of the more requested and needed musical fare for holidays and events – but taking a unconventional approach. The disc includes such never-to-be classics as the wedding music cliché-fest turned ugly “GROOM TO THE GALLOWS,” the retro-hip Halloween creepy-meets-campy (“crampy?”) “FRANKENSTOMP,” the grade school interpretation of Election Day of “HELL TO THE CHIEF,” the NASCAR-friendly and driving (get it?) sounds of “MOTORSPORTS MAYHEM” – all the way to the 50’s-inspired, parody-friendly “THE GIRLS GO SHOPPING.” The disc also includes a wide variety of Christmas, Hannukah and New Year’s Music!*” Please adhere to this format.

• **SECTION L, part iv, “VIOLATIONS OF EMPLOYEE’S RIGHTS”** Due to a regrettable punctuation error, this was listed in our earlier code of conduct as “Violations of Employees, Right.” Upper management regrets any discomfort this may have caused, feels quite awkward about the whole thing and promises to call you in a week. All those

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