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| **Document Name** | Meeting Policy |
| **Document Number** | 2007p |
| **Last revised** | July 15, 2022 |
| **Purpose** | To ensure time is used for development of revenues for the company. |
| **Connecting Documents** | Not applicable |
| **Connecting Forms** | Not applicable |
| **Connecting Systems** | Not applicable |

**Meeting Policy**

No meetings with suppliers or clients should be set between the hours of 9:30 am – 2:30 pm each day unless necessary.

Any appointments with clients or suppliers will be booked between 7:00 am – 9:30 am and 2:30 pm – 5:00 pm.

**Acknowledgment and Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read and understand the Meeting Policy of EZ STAK. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action.

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|  Name: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Signature: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Date: |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |