

## FISCAL POLICY STUDIES INSTITUTE

January 12, 1997

To: All Employees

Fm: Mark Friedman  
Director

Re: Company Policies

Effective immediately the following policies are in force for all employees. Violations will be punished by progressive sanctions up to and including death.

1. Dress Code: All employees must be dressed while at work.
2. Working hours: The company is open every day, unless it is closed. The normal work day begins at 7:30 AM for all non-supervisory employees.
3. Smoking: Employees who are found smoking will be immediately extinguished.
4. Sick Leave: Employees may be granted sick leave, but only if they are really, really sick. Doctor's notes are required only in the case of employee death. This requirement may be waived if death occurs pursuant to violation of company policy.
5. Travel status: It is considered very high status to travel. Travel to exotic places is particularly high status.
6. General Status: Status is not a company value, and pursuit of same will not be tolerated under any circumstances.
7. Company Mascot: The company mascot is the large rabbit assigned to cubicle # 28. Any one caught staring at the mascot will be docked one day's pay. Anyone caught paying the rabbit will be panned one day's dock.
8. Company Song: Employees who can not sing the company song are encouraged to hum quietly to themselves.
9. Company Picnic: The annual company picnic will be held on the 14th Tuesday of the 3rd month of the Celtic new year, weather permitting.

10. Accounting System: FPSI uses a double entry, and occasionally triple entry, bookkeeping system in compliance with the highest professional and non-professional standards.

11. Budgeting System: FPSI operates on a cylindrical fiscal year; and uses a programmable DOS-compatible Fear-Based budgeting system. Budgets will be prepared 6, 12 and 18 months in advance of the fiscal year. Retrospective budgets will be prepared each year for the year following the year in which the prospective budget was initially disapproved.

12. Payroll: Employees will be paid monthly, if they are very, very nice to the Director.

13. Superstition: There is no company policy on supersti.....  
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14. Vacation: Time out with pay is allowed only when there is pay. Time out without pay is never allowed. There are two time outs allowed per quarter. Time outs are not allowed in the final two minutes of the day, unless there is a player injured on the field.

15. Injuries: Safety is our most important product. We support a safe working environment. Leaving the work place while traveling by air is strictly prohibited. Hazardous conditions must be reported to the Assistant Director for Hazardous Conditions in the same year in which they occur.

16. Office Supplies: The company will supply an office for use when necessary. When no office is available, employees will pretend there is an office. Employees who are unwilling to pretend may, at their own discretion, sulk.

17. Policy Manual: This memorandum must be filed in section 17 of the FPSI Policy and Procedures Manual.

18. Changes in Policy: Policy may be changed without notice. Employees are expected to anticipate changes in policy and act accordingly. Notices of changes may appear in future policy releases, but the policies themselves may not appear in writing. Written waivers may be granted, but only in matters not directly covered by written policy. There will be no exceptions to waiver policy.

20. Exception: Effective immediately, there is no policy # 19.