

WorkKeys Reading

Practice Test

Memorandum

To: Staff

From: Manager

Date: March 5, 2024

Subject: New workplace policies

Effective immediately, there are new policies regarding workplace attire and use of company equipment. Employees should maintain a professional appearance by wearing business casual attire. Use of company phones, computers, and printers is reserved for work-related purposes only.



1 According to the memo, what change was made regarding workplace attire?

- ☐ Staff must now wear business casual attire.
- ☐ Employees can wear casual clothes on Fridays.
- ☐ Uniforms will be provided to all staff.
- ☐ Formal business dress is now required.

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**American Educational Research
Association**



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