

# 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.

# Workkeys Practice Reading Oregon

**American Educational Research  
Association**

**Workkeys Practice Reading Oregon:**

**Northwest Poultry Journal and Pacific Homestead** ,1923    **Resources in Education** ,1997    **Annual Meeting Program** American Educational Research Association,1998    **Resources in Education** ,1996    **Press Summary - Illinois Information Service** Illinois Information Service,2001-10    Annual Meeting Program - American Educational Research Association American Educational Research Association,1997    **Making the First Chance a Real Chance** Minnesota. State Council on Vocational Technical Education. Task Force on Education and Employment Transitions,1993  
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