



## **REGIMENTO INTERNO**

### **INTRODUÇÃO**

O presente Regimento Interno, visando criar condições indispensáveis à harmonia entre pessoas que trabalham em conjunto e objetivando o bom entendimento no sentido de atingir um objetivo comum, estabelece e define as normas que dirigem as relações de trabalho entre os Colaboradores e o Empresa, integrando o Contrato Individual de Trabalho. A ação reguladora nele contida estende-se a todos os Colaboradores, sem distinção hierárquica, e complementa os princípios gerais de direitos e deveres contidos na Constituição Federal e na Consolidação das Leis do Trabalho.

### **CAPÍTULO I**

#### **Da Integração no Contrato Individual de Trabalho**

Art. 1 – Ficam sujeitos a este Regimento Interno todos os colaboradores do Empresa, sejam quais forem as categorias profissionais a que pertencerem.

§ 1º – A obrigatoriedade de cumprimento deste Regimento Interno permanece por todo o tempo de duração do contrato de trabalho, sendo que o ingresso de qualquer colaborador somente é possível mediante a sua aceitação, não sendo possível alegar seu desconhecimento.

§ 2º – O presente Regimento Interno entra em vigor em 01 de novembro de 2023, para aqueles Colaboradores já pertencentes aos quadros funcionais do Empresa e, para os demais, a partir da data da sua admissão.

### **CAPÍTULO II**

#### **Da Admissão**

Art. 2 – A admissão e a demissão dos Colaboradores são atos privativos da administração da Empresa.

Art. 3 – A admissão de Colaborador é condicionada à realização de exames de seleção técnica e avaliação médica, mediante apresentação dos documentos exigidos, no prazo legal ou fixado pelo Empresa.

Art. 4 – A admissão só se efetivará após período experimental, mediante formalização de Contrato de Experiência, que poderá ser prorrogado, observando-se o prazo máximo de 90 (noventa) dias, conforme previsto na Consolidação das Leis do Trabalho, podendo, após seu término, ser transformado em Contrato por Prazo Indeterminado.

### **CAPÍTULO III**

#### **Dos Deveres, Obrigações e Responsabilidades do Colaborador**

Art. 5 – Todo Colaborador, além das disposições contratuais e legais, deve atender com rigor as seguintes disposições:

- a) cumprir os compromissos expressamente assumidos no contrato individual de trabalho e neste Regimento Interno, com zelo, cordialidade, espírito de colaboração, atenção e competência profissional;
- b) acatar com presteza e consideração às orientações expressas no Código de Conduta, bem como as ordens e instruções emanadas de superiores hierárquicos e chefes imediatos;
- c) agir com proatividade e sempre que possível sugerir medidas para maior eficiência do serviço, comunicando imediatamente qualquer eventual irregularidade que obtiver conhecimento;

# Manual Interno Da Empresa

**Selma Carloto**



## **Manual Interno Da Empresa:**

**Protocolo empresarial** Javier Maqueda Lafuente,2003

**El Protocolo de Empresa** Fernando Ramos

Fernández,2008-03 Todas las acciones p blicas de la empresa necesitan ser ordenadas con eficacia Pero como este reconocimiento no es posible desde la regulaci n del protocolo oficial la importancia social de las instituciones privadas requiere que stas se doten de sus propias normas de protocolo La empresa obtendr a el reconocimiento de la importancia clave de sus actividades y solventar a el problema que frecuentemente plantea la organizaci n de actos en los se combina la presencia oficial y la privada De cara a los p blicos la metamorfosis consiste en que lo que comienza siendo mera informaci n o actividad de car cter comercial eleva su tono asciende de rango y se transforma en comunicaci n social As que el Protocolo del que aqu hablamos es m s que nunca una herramienta de gesti n y una herramienta de la excelencia en la comunicaci n p blica de las acciones humanas de la empresa como sujeto social La empresa se introduce en la sociedad no s lo como sujeto econ mico activo sino tambi n como sujeto social actuante La instituci n que patrocina la cultura apoya al deporte local act a como agente social y se relaciona con su entorno

**Comunicação dirigida escrita na empresa** Cleusa G. Gimenez

Cesca,2006 A comunica o dirigida escrita um dos instrumentos do setor de Rela es P blicas que ajuda a manter o bom relacionamento entre a empresa e seus diversos p blicos Com base em cuidadosa an lise de organiza es a autora caracteriza o setor de Rela es P blicas apresenta uma proposta para sua aplica o nas empresas privadas e p blicas e traz informa es e coordenadas para a comunica o escrita eletr nica nas suas mais diversas formas al m de uma s rie de modelos para documentos

*Manual de Sobrevivência do Auditor Interno* Adilso José de Carvalho,Maria Cristina Fiori do

Carmo,2025-06-27 A Auditoria Interna tem sido um pilar essencial para a governan a organizacional evoluindo significativamente ao longo do tempo com vistas a atender s crescentes demandas num mundo em constante transforma o Desde suas origens voltadas para fiscaliza o e conformidade at seu papel atual como conselheiro confi vel da alta gest o essa jornada reflete n o apenas as mudan as nos neg cios e na sociedade mas tamb m a necessidade cont nua de adapta o e inova o Nesse contexto o auditor interno n o apenas um guardi o do passado mas um vision rio do futuro essencial para a constru o de organiza es mais resilientes e preparadas para os desafios que est o por vir As t cnicas e habilidades descritas neste livro certamente ajudar o os auditores internos a sobreviverem em um mundo com r pida evolu o tecnol gica incertezas e novos desafios Os profissionais de auditoria que conseguirem aplicar de forma adequada as t cnicas e as habilidades comportamentais sobreviver o a esse cen rio mostrando se relevantes e estrat gicos para a organiza o Este livro leitura obrigat ria para os auditores do presente e do futuro que desejam manter se atualizados no exerc cio de sua profiss o

**Manual of Business Spanish** Michael Gorman,Maria-Luisa Henson,2006-03-09 Manual of Business Spanish is the most comprehensive single volume reference handbook for students and professionals using Spanish Designed for all users no matter what level of language skill it comprises five parts A 6000 word two way Glossary of the most useful business terms A

100 page Written Communications section giving models of 50 letters faxes and documents An 80 page Spoken Situations section covering face to face and telephone situations A short Reference Grammar outlining the major grammar features of Spanish A short Business Facts section covering essential information of the country or countries where Spanish is used Written by an experienced native and non native speaker team this unique volume is an essential one stop reference for all students and professionals studying or working in business and management where Spanish is used

*Manual de Direito do Trabalho e de Processo do Trabalho - 11a Edição* Paula Quintas,Hélder Quintas,2023-06-26 Na presente edi o procuramos essencialmente incorporar as altera es introduzidas pela Lei no 13 2023 de 03 de abril entretanto retificada pela Declara o de Retifica o no 13 2023 de 29 de maio Aproveitamos ainda para melhorar a exposi o de certos regimes renovar a jurisprud ncia e adaptar as minutas ao novo quadro legal

**Manual prático de Blindagem Trabalhista®** Angélica Ferreira,2023-05-11 O empres rio tem a for a na rela o de trabalho e os tr s maiores poderes poder de dar as regras de dirigir as regras e o de fiscalizar e penalizar o cumprimento das regras na sua empresa Contudo preciso aprender o seu direito para usar e esta obra ir te ensinar Neste livro voc receber muitas informa es que s o seus direitos mas que ningu m nunca te falou A linguagem simples pois o objetivo que o conte do seja entendido por todo e qualquer empres rio e gestor de empresa seja de pequeno m dio ou grande porte e tamb m por contadores consultores e profissionais que atuam na gest o empresarial Voc tamb m ter acesso a muitos documentos que foram criados exclusivamente para que a empresa se resguarde siga a legisla o cumprindo seus deveres e que tamb m garanta seus direitos

*Protocolo* ,2010-01-18 Esta publicaci n desarrollada por Editorial V rtice se centra en la descripci n de las pautas de comportamiento a seguir en los actos sociales conforme a las normas de protocolo establecidas Por ello este texto revisa los aspectos de protocolo relacionados con la organizaci n civil espa ola provincial y local as como las normas protocolarias relacionadas con actos p blicos c mo banquetes reuniones discursos etc NDICE 1 Concepto de protocolo 2 Protocolo oficial 3 Protocolo social 4 Protocolo empresarial

**Manual De Compliance** Christian K De Lamboy (coordenador),2019-10-05 Mais do que nunca as empresas precisam se proteger de fraudes como corrup o roubo e outras n o conformidades Ao mesmo tempo a regulamenta o e fiscaliza o em v rias reas se tornam cada vez mais amplas e r gidas A necessidade de ter um processo estruturado de compliance est crescendo mas informa es detalhadas das pr ticas sobre o tema ainda s o escassas Este livro aborda de forma pr tica e com uma linguagem de f cil entendimento uma vis o hol stica de uma estrutura de compliance tend ncias e desenvolvimentos atuais Outro ponto que destacamos a import ncia do Fator Humano no aspecto de Compliance e como aplicar no ambiente de governan a das corpora es O livro conta com a colabora o de mais de 50 especialistas com longa experi ncia de diferentes setores e de re conhecimento internacional

**Protocolo en hostelería y restauración** CABERO SOTO, CRISTINA,2013-12-01 El libro de protocolo que impulsar su negocio Por fin un completo manual de protocolo exclusivo para profesionales de la hosteler a y la restauraci n Un libro para disfrutar aprendiendo a ofrecer un servicio esmerado e impecable que le distinguir y har que la

clientela se decante por su establecimiento Plantillas cuadros esquemáticos fotografías listados de frases de cortes a  
 habituales con su pronunciación en inglés francés alemán italiano portugués ruso japonés chino y árabe y mucho más a su  
 disposición en una obra imprescindible por novedosa y práctica Descubra de manos de una experta la forma de aplicar el  
 protocolo en hoteles y restaurantes aprenda a organizar con éxito un banquete una reunión de trabajo un congreso o un cóctel  
 y triunfe La autora desgana las líneas maestras protocolarias en hostelería nos guía por los entresijos del protocolo y  
 consigue el don de compartir sus secretos Javier Vallauré Embajador de España

**Manual de Gerenciamento de Processos: Negócios, Estratégias, Métodos e Resultados** Clézio de Alcantara Santos, 2023-08-29 A abordagem deste  
 livro apresenta-se como um divisor de águas abordagens tradicionais e geis para a implementação e aplicação da disciplina de  
 Gestão de Processos Ou seja abordam-se formas de trabalhos e métodos que atualmente estão em evolução devido ao impacto  
 da transformação digital da Indústria 4.0 e da Nova Economia O livro traz uma visão panorâmica atual sobre o gerenciamento de  
 processos com suas mutações e versatilidades Assim convidamos o leitor para conhecer um pouco da visão teórica e prática  
 alinhada para uma aplicabilidade voltada para a realidade de qualquer empresa ou pessoa que queira iniciar ou ampliar as  
 habilidades em gestão de processos Os estudos e modelos apresentados traduzem de forma altamente prática e metodológica o  
 grande volume de informações fundamentadas modelos disciplinas e interpretações acerca do mundo do BPM Business Process  
 Management Para os leitores que queiram utilizar as técnicas aqui apresentadas o livro traz uma apresentação lógica e  
 integrada de métodos que compõem a negociação a estratégia a perspectiva de projetos o desenvolvimento a transformação  
 digital os métodos tradicionais os métodos geis os trabalhos derivados da identificação dos processos e das estruturas de  
 governança Traz ainda de forma detalhada e comentada os métodos e conceitos que permitirão que o leitor faça uso das ideias  
 e sugestões contidas de forma imediata após a leitura de cada capítulo Assim o livro mostra como possível as organizações  
 evoluírem beneficiarem-se dessa disciplina de gestão e se utilizada em alto nível atingirem resultados de alta performance  
 quando conjugada com a utilização de tecnologia e métodos Esta obra também pode ser utilizada como livro texto para as  
 seguintes disciplinas Organização e Métodos Mapeamento de Processos Análise de Negócio Modelagem de Processos Implantação  
 e Gerenciamento de Processos de Negócios Sistemas Administrativos Sistemas de Informações Gerenciais Sistemas de Proteção  
 de Dados Sistema da Qualidade Cursos de Administração de Empresa Controladoria Financeiras Contábeis Compliance Análise de  
 Sistemas Governança Gestão de Riscos Financeiras da Computação e afins

**Tendencias de la Comunicación. El Ecosistema Mediático Contemporáneo. Discusiones sobre audiencias, estrategias de comunicación y resultados. Vol. II**  
 Santiago Estrella Silva, 2020-07-31 La peculiaridad del presente libro es que son dos libros en uno Los primeros 5 capítulos  
 se presentan bajo el subtítulo Conocer a las Audiencias y en ellos se abordan temas que tienen a las audiencias contemporáneas  
 y sus procesos de consumo cultural y de interacción mediática y digital como centro de la discusión mientras que los  
 siguientes 5 capítulos se agrupan bajo el subtítulo Posicionarse a las Nuevas Estrategias para Nuevos Sectores y ofrecen

temas variados relacionados a la publicidad los modelos de negocio y las nuevas situaciones del mercado medi tico abordajes sobre turismo y la situaci n nueva de turistas en tanto receptores de informaci n con demandas m s puntuales a la ofertada tradicionalmente El cap tulo final es un ensayo elocuente sobre el comportamiento comunicacional de sectores de la audiencia vinculados a Internet frente a una teleserie de la televisi n cl sica en Ecuador Y si bien estos dos conjuntos de cap tulos difieren en sus tem ticas concretas conllevan en com n la b squeda de nuevas definiciones nuevos dise os metodol gicos y nuevas conceptualizaciones de sus temas espec ficos Los autores aqu reunidos proceden del mbito iberoamericano hispano y luso parlante americano y europeo lo cual ofrece una singular muestra internacional de trayectorias intereses acad micos y abordajes a los temas seleccionados

, Compliance Trabalhista Selma Carloto,2024-08-22 Compliance Trabalhista da autora Selma Carloto um guia essencial que articula pr tica e teoria para implementar um programa eficaz de compliance Inclui ferramentas de compliance trabalhista e aborda normas fundamentais incluindo as normas da ISO garantindo um ambiente de trabalho justo e tico para empresas e profissionais

**Gestão Empresarial** Ryuho Okawa,2021-06-04 Esta obra re ne um conte do que ser muito til tanto para os gestores empresariais como para aqueles que pretendem ingressar no mundo dos neg cios Os princ pios aqui ensinados devem ser estudados de forma cuidadosa pois s o extremamente importantes Bastaria uma leitura atenta deste material para transformar um pequeno mpreendimento em uma grande empresa do porte daquelas cujas a es s o negociadas na Bolsa de Valores H orienta es claras e precisas sobre diversos aspectos Como montar uma organiza o voltada para o crescimento Quais s o os conceitos para expandir ao m ximo o potencial do executivo Como oferecer um servi o ou produto que encante o cliente Saber avaliar as pessoas e aproveitar a for a delas De que modo identi fi car o grau de import ncia das diferentes tarefas Aprender a lidar com os relacionamentos interpessoais para se tornar um grande l der O que a vis o sist mica e para que serve V rios exemplos de casos reais que complementam os ensinamentos Quais s o os gargalos de uma empresa e como elimin los As oito atitudes fundamentais que um gestor deve ter

**MF1001\_3 - Gestión de la fuerza de ventas y equipos comerciales** Alicia Rodríguez Rodríguez,2014-04-01 Esta publicaci n corresponde a uno de los M dulos que componen el Certificado de Profesionalidad denominado COMT0411 Gesti n Comercial de Ventas Una vez finalizado el M dulo el alumno ser capaz de Gestionar la Fuerza de Ventas y Coordinar el Equipo de Comerciales Para ello se estudiar la determinaci n de la fuerza de ventas el reclutamiento y retribuci n de vendedores el liderazgo del equipo de ventas Adem s tambi n se dar n nociones sobre la organizaci n y control del equipo comercial

Manual prático de direito do trabalho Carlos Barroso,2007

*Contabilidade para Pequenas e Médias Empresas* Fernando Cafruni André,2019-12-01 Contadores Administradores e Empreendedores constituem universo enorme de profissionais e poss veis novos empres rios Por isso a men o a eles no t tulo desta obra Este livro consegue a fa anha de trazer preciosas informa es para todo este universo de pessoas Contadores e Administradores tanto estudantes como rec m

formados aproveitar o suas li es Pessoas que queiram abrir seu pr prio neg cio encontrar o tamb m dicas muito valiosas Desfrutem da larga experi ncia do Autor baseada em sua carreira de 40 anos de pesquisa no Magist rio Superior e em cargos de Alta Administra o e atualmente tamb m como Empres rio

**Código do Trabalho Comentado - 6a Edição** Diogo Vaz Marecos, 2024-03-11 Esgotados os exemplares da presente obra que deram corpo 5a edi o que datava do in cio de Maio de 2023 justificava se uma nova edi o em 2024 A op o pela ltima fundamenta se n o s na responsabilidade acrescida que adv m da receptividade desta obra entre os leitores que muito nos honra mas tamb m por aquilo que lhe presidiu desde a primeira edi o e se mant m pelo menos na inten o subjacente do Autor a de poder coadjuvar todos os que carecem de conhecer interpretar e aplicar as normas laborais contidas no C digo do Trabalho Por estas raz es face 5a edi o que inclu a j as extensas altera es trazidas pela Lei n o 13 2023 a presente obra foi actualizada em alguns pontos aqui se incluindo as rectifica es introduzidas pela Declara o de Rectifica o n o 13 2023 de 29 de Maio de publica o posterior nossa 5a edi o e inseridas algumas quest es novas invariavelmente acompanhadas com a devida proposta de resolu o tudo sempre no intuito de a enriquecer e assegurar a sua vertente pr tica

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