



Work Ethics

“Great Work Ethics are the Key to Job Retention”

Attendance/Punctuality:

- Arrive and leave work as scheduled
- Adhere to breaks as scheduled
- Follow company policy on reporting absences

Personal Management:

- Dress appropriately
- Display appropriate behavior/manners
- Display good grooming and cleanliness
- Demonstrate honesty and integrity
- Set personal problems aside from work
- Demonstrate accountability for your behaviors or decisions

Positive Attitude:

- Demonstrate a willingness to learn and accept constructive criticism
- Set a good example for your co-workers
- Come prepared to work

Initiative/Effort:

- Perform tasks without being told
- Volunteer for extra responsibilities or assignments
- Ask for help when needed
- Take ownership in your job

Cooperation:

- Demonstrate willingness to help/encourage others
- Demonstrate respect for people and property
- Participate in a team effort

Time management:

- Focus on training and stay on task at all times
- Plan and organize your work
- Strive for quality (i.e., re-check, verify and proof work)

Safety:

- Wear appropriate safety apparel
- Report unsafe conditions in your work area
- Follow safety guidelines and maintain a safe and clean work area
- Be aware of co-workers and surroundings

Following Directions:

- Follow work rules
- Follow verbal/written instructions