General Work Expectations - Behavior in the Workplace

The company has behavioral expectations in the workplace. As an employee, you are a representative of the company both during work hours as well as when off the clock.

Unlike general policies, general behavioral expectations are also universally known, despite employee claims that they were never informed. Again, having an orientation, trainings, and an employee handbook prevents the excuse, “I was never told.”

The means your postings on social media, public statements, as well as behavior in a bar are all reflective of this company through you. Bigoted or racial postings or comments, and unruly behavior in public will be considered grounds for disciplinary action or termination.

These are the major policies all employees are expected to maintain:

Integrity

* Be of good moral character
* Be ethical at all times (would you have a problem telling anyone what you’re about to do?)
* Work with honesty and integrity.

Respectfulness

* Display a positive and respectful attitude.
* Be polite.
* Say please and thank you.

Professionalism

* Conduct yourself professionally.
* Speak with formality.
* Follow the dress code.
* Wear clean and pressed clothes
* Maintain good physical and oral hygiene
* Follow up with clients within two business days.

Interoffice Relationships

* Avoid gossiping. If you didn’t here from your manager or receive a company email, then assume it is not true.
* Respect each other.
* Work together, be a team member
* Report any romantic relationships with coworker (including superiors) to human resources immediately.
* There is no sex in the workplace. This will result in termination of both parties.

Reflect the Core Values

* Follow the code of conduct.
* Represent the organization in a responsible manner.
* Follow established company policies.

Job Performance

* Abide by safety policies.
* Keep your workstation clean.
* Complete projects within the given timeframe.
* Take initiative on starting new projects and coming up with new ideas that can benefit the company.
* Be ready to work when your shift begins.
* Do not get ready to leave prior to the end of your shift.

These behaviors listed do not include all behavioral policies expected. Employee should refer to the employee handbook for a full listing of all expected behaviors.

Be aware, just because a unique behavior to an unforeseen circumstance is not listed, does not absolve the employee from behaving morally, ethically, and in a manner consistent with the other behaviors listed.