



## ENGAGED

- ▼ Be aware of surroundings.
- ▼ Have a purpose for being in the office.

## ACCOUNTABLE

- ▼ Respect property and work space.
- ▼ Be on time or reschedule meetings.

## SAFE

- ▼ Keep hands, feet and objects to yourself.
- ▼ Sit quietly in the designated space.

## THOUGHTFUL

- ▼ Use positive language and appropriate volume.
- ▼ Wait your turn to be helped.
- ▼ Knock and wait to be invited into personal offices.

OFFICE

