

# Our Ground Rules at work



- Come 15 min early, fresh up, and settle in your desk.
- Always maintain a professional dress code at work
- Personal phone usage is limited to emergency use only
- Always use earphones, and do not put the phone on the speaker
  
- Do not do any private work during working hours
- Do not appreciate gossip
- Welcome the newcomers and support them in settling into work
- Genuinely care for each other
  
- Be kind and focused
- Be a good team player
- Treat everyone with respect
- Communicate openly
  
- Give constructive feedback
- Treat customers, co-workers, and managers equally
- Celebrate each other's accomplishments
- Address conflict as soon as possible
  
- Be time efficient
- Acknowledge everyone's work
- Complete tasks assigned to you
- Meet deadlines