

INTEGRITY

- Tell the truth; Be honest
- Doing what you say you will do

COMMUNICATION

- Active listening: don't interrupt and don't be on the phone or computer
- Ask questions
- Don't gossip
- Keep people "in the know"
- Be transparent

RESPECT

- Not putting people down
- Getting to know each other and building strong relationships
- Building trust
- Treating people as you want to be treated
- Including everyone as part of the team
- Treating everyone with dignity

TEAMWORK

- Working across departments to help each other
- Learn how to do something new
- Learn from others

BE A ROLE MODEL

- Be confident
- Help coworkers out
- Be accountable
- Set a good example
- Be knowledgeable
- Be resourceful
- Be available
- Be humble with the ability to forgive
- Be responsible
- Be dependable

