



THE BASICS

SAY PLEASE & THANK YOU
APPLY COMMON SENSE

RESPOND PROMPTLY • MAKE IT RIGHT

== > **PARTNER • CARE • BELONG** < ==

GET & STAY CONNECTED

PUT YOUR BEST FOOT FORWARD

MAKE IT BEAUTIFUL

BE ACCOUNTABLE

FOCUS • SHARE • PREPARE

SEE THE BEST IN OTHERS

DO IT SOONER RATHER THAN LATER

MAKE SPACE FOR OTHERS

OFFER THE WAY FORWARD

DO THE RIGHT THING

OFFER TO HELP

NEVER LOSE SIGHT OF THE BIG PICTURE

SHOW UP, OWN UP

KEEP YOUR COMPOSURE AT ALL TIMES

NEVER LOSE PATIENCE

== > **MAKE SURE OTHERS EXCEL** < ==

ACT WITH A SENSE OF PURPOSE

BE SENSITIVE TO OTHERS

FINISH WHAT YOU START

