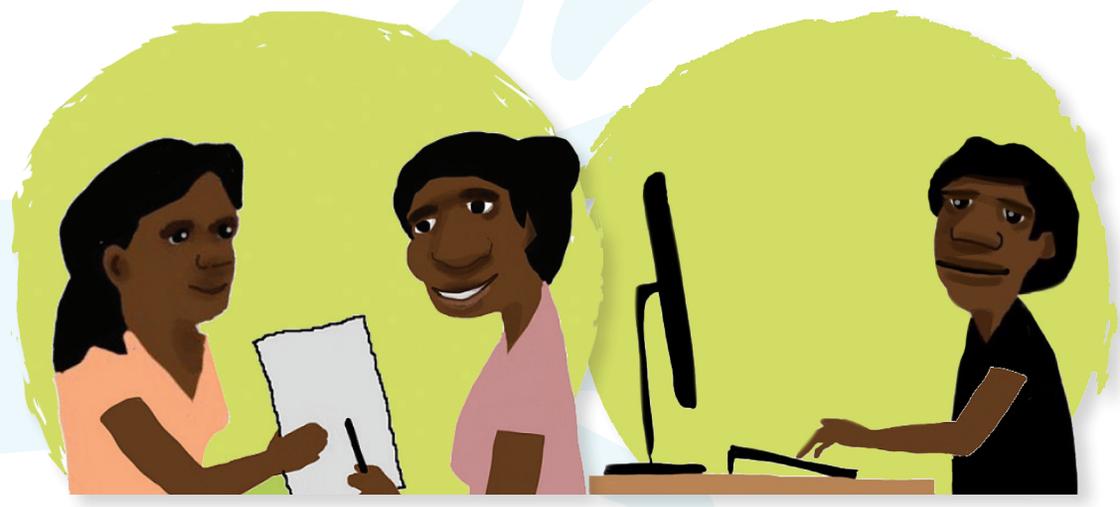




# Working in your organisation





# Working in your organisation



## Look after yourself and others

- keep yourself and others safe
- talk to someone if you have worries
- do not come to work 'under the influence' of drugs or alcohol
- do not smoke in the workplace

## Show respect

- always be honest and fair
- always be truthful
- treat clients and workers the same
- do not fight at work
- do not use bad language
- respect property of others

## Be responsible

- know your job
- respect your clients, managers and other workers
- if you cannot go to work let your manager know straight away
- always be on time for work
- don't do private business at work
- look after work property

## Dress for work

- wear your uniform
- wear neat, tidy clothes
- wear closed in shoes

## Teamwork

- work together as a team
- share the work with team members

## Mobile phones, internet and Facebook

- ask permission to use the phone for private calls
- do not use your mobile phone at work
- do not check Facebook at work
- follow your organisation rules