

Communication Skills: Employees should be able to speak, write and listen well. Presentation skills are also key, as is the ability to respond to criticisms and questions

Computer/technical skills: Just as employees should be able to read & write, they should also be familiar with computers. At a minimum know how to use and navigate Word & Excel programs.

Leadership: Employee should be able to take charge but also know when to let others take over, depending on what's needed. **A good leader serves those whom they lead.**

Teamwork: Employees should work well with others while still being in control of their own assignments. **No employee of P3 is any more important than any other employee. We all have different responsibilities and duties – but it takes each one of us to create a team.**

Interpersonal Skills: Employee should be able to relate to others, inspire them to participate and quell conflict among co-workers.

Personal Traits: Employees should have initiative, be motivated, adaptable to change, industrious, honest and be able to juggle multiple tasks. **Employees should project a “Clean Cut” image. No employee shall smoke during work hours and should ever smell of alcohol or tobacco products. Personal hygiene for each employee shall be observed. Daily grooming and bathing are required. Grooming for men includes being clean shaven each day.**

Corporate Image: Employees should be well groomed and project a professional image. **P3's employees are a notch above the rest. During work hours, tattoos and body art of any type is to always be concealed from view.** Employees are not to wear any jewelry, items or objects related to any body piercing during work hours. The only exceptions to this rule are (1) office staff may wear earrings on the lower portion of the earlobe, but limited to one set of two items (one on each ear); (2) **field employees may wear studded earrings on the lower earlobe, but limited to one set of two items (one on each ear) and for safety reasons the item may not be larger than an 8mm stud.**

Career Investment: Employees should take the initiative to constantly improve their industry knowledge. Every employee should be researching and learning electrical and low voltage systems. Employees are welcome to use the Lab after hours to experiment, create, and learn different low voltage systems for hands on experience. **Employees should take the initiative to collectively create training aids and learn from each other.**

Company Investment: Employees should take the initiative to invest their time and resources back into the company. An hourly employee owes nothing to the company but an honest hour's work for an hour's worth of wages. In return the company only owes an employee an hourly wage for each hour worked. Employees not willing to invest in themselves should not expect the Company to invest in them. After hour classes, seminars and vary types of studies are always available.