

# **MarineParents.com Workplace Expectations**

## **Attendance:**

- Present and on time each day
- Always prepared to work
- Dressed appropriately for office/shop

## **Respect:**

- Use appropriate language in all communications
- Always be honest and truthful
- Be sensitive to others
- Accept constructive criticism

## **Safety:**

- Always follow safety rules and procedures
- Keep work environment clear and orderly

## **Responsibility:**

- Complete work by deadlines
- Follow directions
- Use resources to answer questions
- Ask for help when needed
- Participate in discussion

## **Quality:**

- Show determination to complete task
- Consistently produce quality work/products
- Work on assigned tasks

## **Team:**

- Work as a positive team member
- Work effectively in a variety of roles
- Express ideas and opinions in sensitive ways