



## Define Core Values

*We earn trust everyday by demonstrating personal responsibility, reliability, integrity and honesty.*

**We DO demonstrate this value when we:**

- Are on time
- Are the best we can be
- Trust other’s decisions
- Review our job duties and do them
- Follow through
- Are consistent
- Take responsibility for ourselves
- Stop worrying about what everyone else is doing and take responsibility for ourselves

**We DON’T demonstrate this value when we:**

- Are late
- Worry about others – “get in their business”
- Judge others for their mistakes
- Over promise (and not deliver)
- Worry about what everybody else is doing

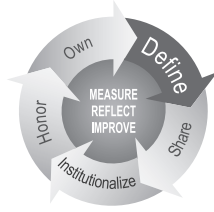
*We continually strive for excellence through creativity, efficiency, embracing change, increasing our knowledge, leadership and growth.*

**We DO demonstrate this value when we:**

- Ask questions in areas where we don’t normally work
- Advance our education
- Always do our best
- Are flexible
- Are consistently improving
- Are open-minded to new ideas
- Are proactive
- Accept change
- Are a servant leader
- Give 111%
- Think outside the box
- Cultivate resources
- Are upbeat
- Have a plan and review and update it

**We DON’T demonstrate this value when we:**

- Aren’t proactive
- Are afraid of change
- Are a dictator
- Rule by fear/intimidation
- Don’t give 100%
- Make inappropriate remarks



## Define Core Values

*We will create a caring work environment where we treat others with compassion, kindness and empathy.*

**We DO demonstrate this value when we:**

- Are kind to each other and love unconditionally
- Show “genuine” concern
- Find time to help
- Have hands-on contact
- Take each individual problem on a case by case basis
- Use “I” statements
- Determine assistance on an individual basis
- Put other’s concerns ahead of our own
- Care about the service we give
- Listen
- Welcome co-workers and the public
- Offer to help

**We DON’T demonstrate this value when we:**

- Look for attention
- Ignore needs of others
- Are too busy
- Are indifferent
- Are rude or negative to the public
- Use “should” statements
- Discriminate who needs our compassion
- Look for something to judge people on
- Share negativity with others
- Talk about people behind their back

*We hold ourselves accountable for our actions.*

**We DO demonstrate this value when we:**

- Receipt money properly
- Follow-through on tasks
- “Do unto others as...”
- Use budget/money wisely/efficiently
- Are on time
- Complete the job
- Follow-through on our plan
- Accept responsibility for our actions/behavior

**We DON’T demonstrate this value when we:**

- Don’t accept responsibility for our actions/behavior
- Don’t use resources efficiently
- Are late
- Start and stop a job
- Show apathy – “someone else will do it”
- Take what doesn’t belong to us



## Define Core Values

<i>We respect each other and treat everyone with dignity and equality.</i>	
<p><b>We DO demonstrate this value when we:</b></p> <ul style="list-style-type: none"> <li>▪ Treat everyone equally</li> <li>▪ Listen</li> <li>▪ Treat others as we would like to be treated – “Golden Rule”</li> <li>▪ Respect other’s knowledge and expertise</li> <li>▪ Treat people as individuals</li> <li>▪ Realize and recognize that each of us share a common goals and beliefs</li> <li>▪ Value each person – together we make a difference and it brings us closer to our goals</li> <li>▪ Treat others with kindness</li> <li>▪ Try to behave in a manner that yields respect</li> <li>▪ Try to understand other people’s views</li> <li>▪ Give respect to get respect</li> </ul>	<p><b>We DON’T demonstrate this value when we:</b></p> <ul style="list-style-type: none"> <li>▪ Judge a book by its cover</li> <li>▪ Act as if we are better than others</li> <li>▪ Disregard other’s opinions and experiences</li> <li>▪ Gossip</li> <li>▪ Prejudge</li> <li>▪ Interrupt</li> <li>▪ Hangout in someone’s office</li> </ul>

<i>We work in true cooperation by having a positive attitude, giving of ourselves and providing great service.</i>	
<p><b>We DO demonstrate this value when we:</b></p> <ul style="list-style-type: none"> <li>▪ Do the little extras</li> <li>▪ Are upbeat</li> <li>▪ Consider other’s feelings</li> <li>▪ Smile</li> <li>▪ Are open-minded</li> <li>▪ Think outside the box for a positive solution</li> <li>▪ Have a positive attitude</li> <li>▪ Do all we can within our power</li> <li>▪ Are courteous</li> <li>▪ Work as a team</li> </ul>	<p><b>We DON’T demonstrate this value when we:</b></p> <ul style="list-style-type: none"> <li>▪ Are negative about new ideas</li> <li>▪ Make inappropriate remarks</li> <li>▪ Complain</li> <li>▪ Complain about others</li> <li>▪ Criticize</li> <li>▪ Have self-doubt</li> <li>▪ Disregard other’s ideas</li> </ul>