

4.12 PERFORMANCE EXPECTATIONS

All employees are expected to conduct themselves at all times with the highest standards of honesty, ethics and professional behavior. Failure to meet any of the following expectations may result in corrective action, up to and including termination of employment. Each and every employee is expected to:

- 1.** Maintain an appropriate appearance;
- 2.** Report for work consistently and on time;
- 3.** Work such hours as scheduled and/or directed;
- 4.** Perform all assigned duties in a diligent, safe, efficient and competent manner so as to produce timely, accurate and complete work product or service that is of a satisfactory quantity and quality;
- 5.** Exercise proper stewardship of property and/or information entrusted to the employee's care;
- 6.** Maintain a courteous and professional demeanor and behave in a cooperative and helpful manner;
- 7.** Immediately report accidents, injuries and unsafe working conditions; and
- 8.** Abide by all policies, practices, procedures and rules outlined in this manual.

