



## SHARED CODE OF CONDUCT

**Together we strive to achieve these things to do our jobs and help our team mates do their jobs to the best of our abilities.**

### **We establish a positive work environment by;**

- Brightening and uplifting spirits
- Sharing our valuable skills
- Providing equitable opportunities
- Demonstrating resilience to rise above difficult situations
- Being courteous and friendly to coworkers, customers and community
- Sharing a strong sense of community in actions and communications

### **We demonstrate productivity by;**

- Limiting waste
- Honoring systems
- Following processes
- Committing to role expectations
- Suggesting solutions to known problems
- Being open and generous with both giving and constructive feedback
- Meeting the physical and operational expectations of our roles and responsibilities

### **We demonstrate professionalism by;**

- Being punctual
- Demonstrating reliability
- Being trustworthy
- Committing to our roles and responsibilities
- Using clear and open communication
- Mitigating toxic communications and actions
- Approaching conflict resolution with active listening and mutual respect

### **We create a respectful & safe work environment by;**

- Welcoming all individuals
- Using non gender conforming language
- Providing gender neutral facilities
- Displaying patience with one another
- Accommodating the needs of folks with disabilities, the elderly and young
- Using active and open communication with our team and customers
- acknowledging and honoring individualism in our team, customers and community

### **As a team, we do not accept the following;**

- Language and behavior that discriminates and makes anyone feel unwelcome based on sex, gender identity, race, neurotypicality, disability, marital status, dependant status, religion, sexual orientation, age