

Work conduct is the way you carry yourself on the job. It reflects your professionalism, respect for others, and commitment to a safe and productive workplace.

- Your behavior and attitude directly affect your own safety, the safety of your co-workers, and the overall work environment.



Every employee is expected to:

- Arrive at work fit for duty: well-rested, clear-headed, and ready to perform your tasks safely.
- Follow all company policies, procedures, and safety requirements.
- Be honest, dependable, and consistent in your work habits.
- Maintain a positive, respectful attitude even when situations become stressful.

Clear communication is essential for both safety and productivity. Keep your supervisor and team informed about work progress, hazards, and any challenges you encounter.

- If you are unsure about a task, ask questions rather than guessing. Miscommunication can easily lead to errors or unsafe conditions.

A professional workplace relies on mutual respect and teamwork. Everyone has a responsibility to create an environment where co-workers feel valued and safe. **Show respect by:**

- Speaking and acting courteously toward everyone on the job, regardless of their role.
- Actively listening to instructions and feedback without interrupting or dismissing others.
- Avoiding gossip, rude comments, or inappropriate jokes that create tension or hostility.
- Keeping common areas clean and leaving work areas organized for the next person.
- Wiping down surfaces, disposing of trash, and reporting spills.



**RESPECT**

Unprofessional behavior such as horseplay, teasing, or pranks has no place at work. What may seem like harmless fun can lead to injuries, property damage, and a hostile work environment.

- Do not push, trip, or startle anyone, misuse equipment, or tamper with someone else's work.

Support your team and lead by example by following procedures, wearing your required PPE, and maintaining a respectful, professional attitude.

- If you see someone ignoring safety rules, engaging in horseplay, or taking unnecessary risks, speak up. Your actions can help prevent accidents and protect others.

Staying focused is critical. Distractions lead to mistakes, incidents, injuries, or lost productivity.

- Common distractions at work include cell phone use, personal conversations and gossip, mental distractions, and cluttered work areas.

To avoid distractions:

- Follow company policies regarding cell phone and headphone use. Keep your phone silenced and put away during work tasks.
- Keep your workspace organized so you can move efficiently without tripping over clutter or searching for misplaced items.
- Avoid interrupting co-workers when they are concentrating on their tasks.



Wasting time because of distractions, unnecessary delays, or inefficient habits hurts productivity and increases risks. Be mindful of how you use your time.

- Be aware that complacency, which can lead to carelessness, can put you at risk. If you catch yourself going into “autopilot,” take a moment to reset and focus.
- Situational awareness is key to working safely. Always stay aware of your surroundings and pay attention to changing conditions.



Professional work conduct includes using your time wisely and managing your workload effectively.

- Productive time management reduces stress, improves efficiency, and helps prevent accidents caused by rushing or carelessness.
- Stay focused on one task at a time. Multi-tasking splits your attention and increases the chance of errors.
- Avoid feeling pressured to speed through work just to meet deadlines. Rushing often leads to overlooked safety steps, taking shortcuts, or missing critical details. It's better to do the job right the first time than to fix mistakes later.
- If external issues like fatigue, stress, or personal problems are affecting your ability to stay productive, let your supervisor know.



Good time management practices include:

- Planning ahead before starting any task. Make sure you have the proper tools, materials, and instructions to complete the work safely.
- Prioritizing tasks so the most important and time-sensitive work is handled first.
- Using scheduled breaks appropriately to recharge mentally and physically.
- Returning from breaks on time, fully prepared to resume work without delay.

Strong work ethics are the foundation of good work conduct. They are reflected in honesty, integrity, and consistency in everything you do on the job. Key aspects of workplace ethics include:

- **Reliability** – Be on time, meet commitments, and follow through with assigned tasks.
- **Accountability** – Take ownership of your actions and decisions.
- **Integrity** – Avoid any behavior that could be considered dishonest or unethical.
- **Honesty** – Never falsify reports, misuse company property, or conceal hazards.
- **Safety** – Stay vigilant for signs of danger and take action to prevent incidents.

- Hold yourself and others accountable for following safety procedures and lead by example through your actions.
- If you make a mistake or see a hazard, speak up immediately so it can be corrected.
- If you notice yourself rushing or skipping steps, stop and remind yourself that safety must always come first. Taking shortcuts can lead to serious injuries, costly mistakes, or worse.
- Impairment from drugs or alcohol, even outside of work hours, can affect safety. Never come to work under the influence of substances that impair judgment, reaction time, or coordination.



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