

- Be on time: Arrive early for check-in/log-in. Plan enough time to arrive and be at the designated work spot by the start of the shift, and be prepared to start working.
- Wear appropriate clothing for the task(s) and make sure your outfit/uniform is clean. Practice good hygiene by bathing or showering regularly and wearing clean clothing.
- Take any necessary items (e.g., lunch, work tablet or phone, paperwork/files, etc.).
- Make sure you either pack or buy your own lunch.
- Don't eat or ask someone else for food unless they offer the item to you.
- Don't reheat smelly food, e.g., fish, hard-boiled eggs, certain vegetables, or bring food with strong odors, etc.
- Avoid messy food that can stain either your clothes or carpet, or is hard to eat. Don't eat noisy food since it can distract others from working.
- Be aware and avoid bringing common allergens into shared spaces, e.g., peanuts, nuts.
- While eating, chew with your mouth closed and don't talk while chewing.
- Be polite: Greet people upon arrival and say goodbye when leaving, as appropriate (not interrupting others' conversations or work tasks).
- Be respectful of coworkers' personal space and needs. Do not interrupt others' phone calls, meetings, and do not take others' items (e.g., lunch, stapler, umbrella, etc.).
- Keep your workspace neat and clean (e.g., desk, equipment, work station, phones, etc.).
- Be mindful of topics of conversation: No talk of politics, money, or religion. Also, be careful not to overshare about personal topics. Do not engage in gossip about coworkers and the company while at work and online as well.
- Respond promptly and professionally to emails, calls, and inquiries as requested by supervisors, coworkers, and customers, depending on the workplace needs.
- Do not go to work when sick. Contact your supervisor, HR, and provide a doctor's note, as needed.
- Balance your work and home life. Speak with your supervisor and HR as needed for additional support.
- Do not pretend to "know it all!" Ask supervisor and coworkers questions, ask for guidance and support with tasks and protocol.

**Refer to your workplace's handbook and rules for specific guidelines regarding questions about personal cell phone usage, breaks, and any other matters that you are unsure of the policies and procedures. Ask your supervisor, manager, and HR for support with any concerns.**