



# Ground Rules

---

- Respect supervisors, mentors, and each other
- Practice a “customer service” mindset
- Be open minded and do not discriminate
- Exercise personal responsibility
- Respect work equipment and taxpayer time
- Think before you act
- Maintain professionalism on and off duty
- Be punctual
- Ensure open lines of communication
- Complete assignments in a timely manner
- If you don't know the answer to something, ask!
- Have FUN!!!