



Finally....

Strive to be *SAFE & PROFESSIONAL*

- ❖ Speak, behave & present yourself appropriately
- ❖ Be productive & helpful
- ❖ Take responsibility for your own safety & look out for workmates too.
- ❖ Do your paperwork properly
- ❖ Know your job and do it to the best of your ability
- ❖ Clean up after yourself in vehicles or workshop amenities
- ❖ Take care of HH property & privacy
- ❖ Protect yourself by meeting training requirements conscientiously.
- ❖ Don't post on social media about HH unless you have permission
- ❖ Don't speed, overload or work out of hours
- ❖ Abide by drug & alcohol laws
- ❖ If you have a concern or grievance – come and talk to Management.