

Guidelines for Ethical Behavior (Key)

Complete each quality with the guideline.

Honesty

Tell the truth,
even if you may
have done
something
incorrectly

Integrity

Do not let peer
pressure change
your mind about
what you know is
right

Trustworthiness

Be reliable
Be the type of
person who can
be trusted with
valuables

Loyalty

Keep confidential
information
confidential
Do not say bad
things about
your employer

Fairness

Treat everyone
equally
Apply the same
rules to everyone

Concern and Respect for Others

Care about
fellow
employees

Commitment to Excellence

Always do your
best

Accountability

Be responsible
for your actions