

DECORUM

The way an employee deals with other associates and the public is important. Because good relations start with YOU and filters to your department through you.

How you conduct yourself reflects not only on you, but the City generally.

This is particularly true for those employees who have contact with the general public.

At all times when dealing with the public, you should be courteous, helpful and non-argumentative.

If the situation becomes one where, in spite of your best efforts, it cannot be resolved, please ask your immediate supervisor for assistance.