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