

# 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