

BE KIND
BE RESPECTFUL
BE RESPONSIBLE
BE YOUR BEST



OFFICE RULES



1. We walk into the office.



2. We use our inside voices.



3. We wait our turn.



4. We knock before entering an office.



5. We respect confidentiality.



6. We speak respectfully to office staff.



7. We remember that the office belongs to everyone.



MRS. OFFICE LADY

WE'RE
HERE TO
HELP!

