

An employee bill of rights (treat others the way you have the right to be treated in the workplace)

Respect others: focus on the professional, not the personal

Listen to others: Don't interrupt if you're listening, but give others a chance to respond if you're the one talking

Be patient and non-demanding

Be direct

Be realistic: be careful about promises!

Be punctual

Work with, not around supervisors

Don't feel badly about not tolerating inappropriate behavior: you CAN just say "no"

If things are not going well, identify the problem to your supervisor or to me—I will try to find a solution

Treat others in the work place as you would like to be treated!

Peter White, director of the North Carolina Botanical Garden, 1986-2014