

Guidelines for Professional Conduct
For Use In Staff Meetings, Production Meetings, and Line Walks

These guidelines are provided to assist Business Unit Leaders in understanding the expected conduct of PCC Leaders during group meetings. Failure to follow these guidelines may result in disciplinary action. Any questions or concerns regarding these guidelines should be directed to HR or your senior leadership.

Do:

- Treat co-workers with respect regardless of the information they are presenting.
- Be critical while not destroying your employee's confidence.
- Stay on topic. Be clear and concise.
- Be constructive and helpful. Employees look to you for leadership, direction, and assistance.
- Ask direct questions and hold people accountable for their results.
- Set a positive example that your team can follow.
- Be seen by your employees as a resource that can help them overcome the obstacles they face.
- Be professional always – know where the line is and don't cross it.

Do Not:

- Talk down to employees or make condescending comments that disparage and have no productive purpose.
- Use profanity directed at employees.
- Publically humiliate or verbally attack a co-worker during these meetings.
- Talk to or treat employees like they are working against you.
- Make inappropriate comments that may be perceived as harassing, threatening or violent in nature.
- Make unfounded statements or accusations that lack data to support your claims.
- Be a know it all. You will end up silencing valuable feedback and input during these meetings.
- Yell excessively which is demoralizing and not productive for the group in attendance.
- Use how you are managed as the excuse for how you deal with employees in these meetings.

Thank you in advance for reviewing and complying with these guidelines.