



WILLOW GROVE OFFICE EXPECTATIONS

Respect yourself.	Respect others.	Respect the environment.
<ul style="list-style-type: none">• Wait patiently for someone to help you.• Politely let someone know of your office needs.	<ul style="list-style-type: none">• Walk in and out of the office.• Use a quiet voice.• Show good manners, like “Excuse me,” “Please, may I ...” and “Thank you!”• Keep your hands off others’ property.	<ul style="list-style-type: none">• Sit properly.<ul style="list-style-type: none">◦ Bottom on seat cushion.◦ Feet on the floor.◦ Hands to yourself.• Throw away your trash.• Take your personal belongings with you.