



## TIPS TO KEEP YOUR JOB

### 1. ALWAYS BE ON TIME

- Get to work 10 minutes early – gives you time to prepare and get organized for your shift.
- If you think you are going to be late or are sick and unable to make it to work, make sure you let the boss know as soon as you can so they can find other help.
- If you do not call in, your employer has every right to fire you, no matter how sick you were.
- Don't rely on another co-worker to tell your boss you will be late/absent. Talk to the person in charge!

### 2. APPEARANCE/CLEANLINESS – ALWAYS BE CLEAN

- Before going to work :
  - take a bath or shower
  - brush your hair and teeth
  - wear clean clothes.
- If you can't afford to buy new clothes, borrow from friends and family or visit the thrift store.

### 3. PERSONAL CALLS AT WORK/CELL PHONES/VISITING

- While at work, you are being paid to WORK - receiving 20 calls per day from your family or friends is NOT okay – tell people to call you only if there is an emergency.
- Do not use your cell phone and text at work
- If you use a computer at work, use it for work purposes ONLY - do not spend your time emailing friends or going on Facebook. The company is paying for your time, so your time is their time and should be spent getting your job done.
- Do not visit with friends and family while you are at work.

### 4. BE RELIABLE

- If you say you will do something, do it. If you say you will be somewhere, be there.
- You want your employer to trust you and know you are good to your word.

### 5. DON'T USE ALCOHOL OR DRUGS

- NEVER use alcohol or drugs at work.
- Never come into work after a night of partying and smell of alcohol or drugs, or still be under the influence.
- If under the influence at work - you may put at risk your safety as well as the safety of your coworkers, your customers and your employer.
- If under the influence, your judgment will be affected.
- Camp jobs will conduct random alcohol and drug tests on employees who will be fired immediately if they fail the tests.

### 6. DO NOT BREAK THE LAW

- Do not steal, destroy property, sell drugs, or commit any other criminal offense at any time.

**7. BE ONE STEP AHEAD**

- Keep working – don't wait for someone to tell you what to do – find jobs that need to be done.

**8. BE HELPFUL**

- If your supervisor wants you to complete a task or help a co-worker - be positive and don't hesitate to help.

**9. BE A TEAM PLAYER**

- Support the people you work with.
- Encourage your work team to stay positive. Everyone has a bad day sometimes and needs to hear positive words from others.
- Help others to succeed by working together.

**10. WATCH YOUR LANGUAGE AND MANAGE YOUR EMOTIONS**

- Don't make rude remarks or swear.
- Being a smart aleck or sarcastic can be funny with friends, but it can upset people at work.
- Do not swear or say inappropriate things.
- Maintain your cool - anger and dramatics are not appropriate behavior in the workplace.
- Treat everyone you come in contact with respectfully, no matter who they are or if you have issues with them.

**11. KEEP YOUR THOUGHTS TO YOURSELF**

- Even if you HATE your job, keep it to yourself and your family.
- DO NOT tell the world if you have negative thoughts because this can get back to your workplace and cause you problems and even lead to job loss.
- Basically, suck it up. It might not be your favourite job, but it's a pay cheque.
- Be positive and if you can, find another job that might suit you better before quitting.

**12. IF YOU NEED HELP - ASK FOR HELP**

- If you feel like the job is too much for you to manage, ask for help. Perhaps you need help organizing what to do and when to do it. Maybe you don't understand what you were asked to do.
- Make sure you ask the supervisor in a respectful way. It's okay to say if you need things explained.

**How you look, behave and treat others relates directly to your employer – if you have a positive outlook, it will reflect positively on you, your customers, coworkers and your employer!**

**Maintain a positive attitude and be honest!**