

## **GOLDEN RULES FOR LIVING AND WORKING TOGETHER**

***Do what you say, say what you mean***

***If you open it, close it***

***If you turn it on, turn it off***

***If you unlock it, lock it***

***If you break it, admit it***

***If you can't fix it, call in someone who can***

***If you borrow it, return it***

***If you value it, take care of it***

***If you make a mess, clean it up***

***If you move it, put it back***

***If it belongs to someone else and you want to use it, get permission***

***If you don't know how to operate it, leave it alone***

***If it is none of your business, don't ask questions***

***If it is not broken, don't try to fix it***

***If it will brighten someone's day, say it***

***If it will tarnish someone's reputation, keep it to yourself***