



## How to Work in a Team

## Policies & Procedures

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# HOW TO WORK IN A TEAM

## Respect

Respect the ideas, opinions and feelings of others. Every person counts in our family, so respect everyone's role, input and skills. When you communicate, consider how it might impact other people. Treat each other fairly and with dignity.

## Honesty

Be honest with colleagues and clients alike, even if it is uncomfortable. Behave with integrity and show you are trustworthy. Your reputation is critical. Behaving with honesty and integrity will help make a reputation you can be proud of.

### Do it once; do it right

Be a reliable and hard-working member of the team. Strive for excellence and aim to "do it once and do it right". Be proud when you achieve this. Take responsibility for your work and actions.

## Mateship

Understand that our service is built on relationships, with team members and clients alike. Mateship gets us through the good times and the bad. Greatly value the strength that relationships and mateship creates for us.

## Have Fun

Create exceptional experiences for both team members and clients, remain passionate and grow together. Be bold, believe in yourself and the team around you.

### Above everything else, make the most of every day.

## Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Administration Officer:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

## Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.