

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