

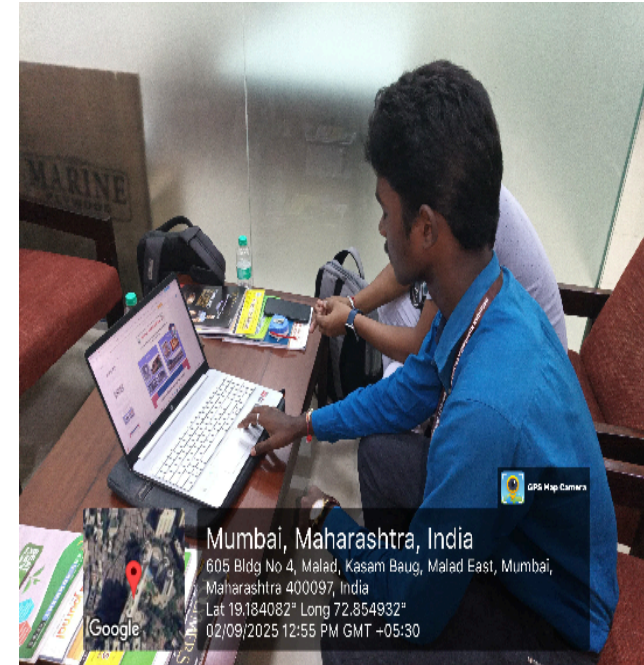
ETHICATES



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PHONE ETHICATE

- Always answer calls politely with a professional greeting.
- Speak clearly and use respectful language.
- Keep conversations short and to the point.
- Avoid putting callers on hold for long periods.



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WORK ETHICATE

- Always report to work on time and be punctual.
- Dress neatly and maintain a professional appearance.
- Be respectful and courteous to applicants and colleagues.
- Handle documents and records with care and confidentiality.



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THANK YOU



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