## I agree to the following:

1. I will take responsibility and accountability for my assignments, tasks, and general duties of my role in the team

2. I will conduct myself in a manner displaying courtesy and respect to my team and others

3. Each day I will make every effort to put forth my best efforts in promoting excellence.

4. Each day I will make effort to bring a friendly and personable attitude to my place of work.

5. I will conduct myself integrity and dependability.

6. When an unforeseen circumstances should arise that prevents me from attending to my duties, commitments, and/or deadlines, I will communicate the details in making every reasonable attempts to resolve any missed duties, commitments, and/or deadlines required for that.

7. I will communicate any difficulties, questions, or conflicts directly, in the spirit of harmony and resolution, with a positive attitude, in an open flow of communication. Any grievance will be presented and listened to in a rational and objective manner with forethought and courtesy.

8. I will continue to grow, develop, challenge, learn and contribute both personally and professionally that enhances the productivity and general atmosphere of the office environment.

Name : Haoyu Yang, Mahnoor Siddiqui

Date : Sep 11, 2017