

Company Behaviour & Values

At Tony's Tuna International we:

- Are friendly and courteous to our co-workers and customers
- Recognise that the learning process starts with admitting to ourselves and others when we don't understand something
- Share and acknowledge each other's successes
- Are proactive at continuous improvement
- Encourage each other to bring new ideas to the company
- Are punctual and professional
- Take pride in our work place and keep it neat and tidy
- Adhere to policy and procedure
- Circulate new or updated policies to all employees
- Willingly help and support each other
- Communicate openly
- Listen to each other
- Take responsibility for our own actions
- Are hard on the problem not the people
- Respect peoples pride, beliefs, culture and dignity
- Enjoy our work
- Try to provide job diversity and opportunity for self-improvement
- Are open and honest
- Work hard, smart and safely
- Are comfortable to agree to disagree in a constructive manner but respect the decision made
- Are comfortable to explain why decisions are made
- Fully support a decision once made as being in the best interests of the company
- Keep to commitments made
- Discuss our problems with our direct superior
- We use constructive criticism as a means to improve our performance and do not see it as a personal attack
- Deliver criticism in private and with respect
- Work as a team
- We behave in a manner when representing the company that reflects positively on Tony's Tuna
- Respect the chain of command

At Tony's Tuna International we do not:

- Look down upon people who make legitimate mistakes
- Argue in public places
- Embarrass people
- Engage in negative internal politics
- Have talk fests
- Say yes if we do not understand
- Grandstand
- Take advantage of our workplace
- Profess to be hindsight experts
- Hold grudges
- Waste time
- Get personal

Authorising Officer: _____
General Manager

Date: ____/____/____

Name: _____

Signed: _____

Date: ____/____/____