



SMART START CARD

Start every meeting by Reminding & Reaffirming the Team of Our Commitment at MLY Investments.

We Do NOT Tolerate:

Sexual Harassment / Discrimination / Bad Attitudes / Jerks / Drama / Gossip / Alcohol, Drug or Other Substance Abuse / Misappropriation of Company Funds or Property

If you SEE it (or Hear about it)... STOP IT – FIX IT – REPORT IT

Full Disclosure = Bad News First + No Surprises

(It could have legal implications, and it does have moral implications)



SMART START TIPS

- 1. Keep the message fresh. Don't let it be "pencil-whipped". The message should have impact every time it is delivered.**
- 2. Unprofessional or Inappropriate Behavior includes (but is not limited to):**
 - Profanity; Jokes w/ Bad Taste
 - Gossip; Rumor-Spreading
 - Compromising Standards
 - Dishonesty, Lack of Integrity
 - Intimate Relations within Your Team
 - Improper Dress, Etiquette or Appearance
- 3. "Stop It" means if you hear about an "incident", investigate before judging; then be prompt, thorough and decisive in stopping any ongoing violation.**
- 4. "Fix It" means coach, teach and reprimand so the incident won't ever occur again – here or anywhere in the organization.**
- 5. "Report It" means you must document your response to these problems to protect yourself and ourselves from legal liability.**

Document ALL you hear, see and say.