

JobTIPS



KEY POINTS - Personal Belongings

1. You can ask to borrow work-related items.
2. Return these items promptly (usually within 10 minutes).
3. You should not borrow or ask to borrow personal items (e.g., food, money).
4. Do not take things out of a shared refrigerator unless you brought them from home yourself.
5. Never open the desk drawers, lockers, or bags of your supervisor or co-workers.
6. Do not take work supplies home without permission.