BEHAVIORS TO AVOID AT WORK

Summary: Avoid behaviors that erode trust, damage relationships, reduce value to customers, or undermine the mission of the organization.

- Chronic lateness.
- Making excuses instead of taking responsibility.
- Gossip about coworkers or management.
- Complaining, without offering solutions.
- Dishonesty in any form.
- Disrespecting customers, coworkers, or supervisors.
- Blaming others for mistakes.
- Resisting feedback or coaching.
- Having a negative attitude.
- Breaking commitments or missing deadlines.
- Poor communication.
- Ignoring safety rules or company policies.
- Wasting company time or resources.
- Refusing to work as part of a team.
- Being unprepared for meetings or assignments.
- Allowing emotions to control your behavior.
- Taking credit for someone else's work.
- Failing to continue learning and improving.
- Treating every task as "not my job."
- Losing sight of the customer.

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