

*Courtesy: “The showing of politeness in one’s attitude and behavior towards others.”*

When you sign this form you agree to maintain a courteous affect towards any person you come in contact with, citizen and co-worker alike.

Courtesy means -

**1. Treating every person you come in contact with as you would want your own family member treated –** Treat every person with respect, kindness and compassion. Go the extra mile when on aid calls (empty the trash, check smoke detectors). These simple tasks are what makes a great firefighter.

**2. Go out of your way to help someone –** If you see a fellow firefighter struggling with a task, skill or project, offer to help. If you see a citizen struggling or needing assistance, offer yourself up to help them. This will make you a better person, and the department more efficient.

**3. Rumors –** From hence forth you will never start/spread a rumor. If you hear a rumor being spread, doing nothing is the same as spreading it. Find out the validity of the rumor and talk to the person spreading it or inform a company officer of the rumor. Rumors are cancer to any organization and this organization has a ZERO tolerance policy in regards to rumors.

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| Recruit Signature |