

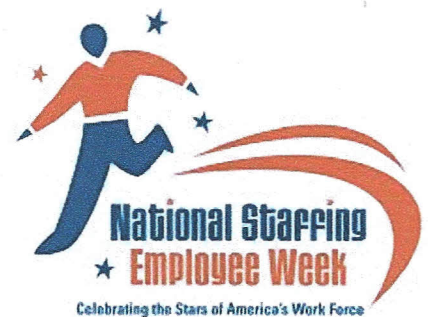


## Resolving Conflict at Work

Conflict is bound to occur at sometime in your workplace. Conflict in the workplace is basically a disagreement between co-workers or a disagreement with management or supervisors. If you are experiencing conflict in your workplace practice these tips to try and resolve the conflict. First think about why you are having this problem. Try and put yourself in the other persons place. Try and understand the real problem that is occurring. Communication is key in resolving conflict. Be calm and avoid yelling or talking behind the co-workers back. Sit down with your co-worker and a manager to act as a mediator. Discuss your concerns and issues with your co-worker. Always remember to stay in control of yourself. Do not yell or become physical with a co-worker. This will only escalate the situation and make things much worse. Define the problem, really understand what the exact problem is and try to resolve it. Take responsibility for yourself. Each person involved in the conflict is there because their actions had some type of consequence that added to the conflict. Your job is far too important to jeopardize it because of a conflict. Practice these tips to help improve your work environment and relationships at work.

## National Staffing Week

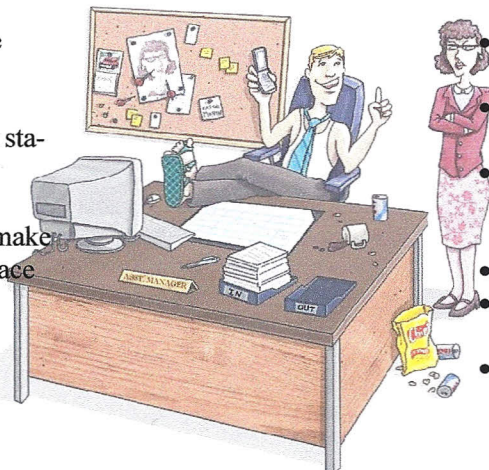
September 10th-16th marked National Staffing Week. A week that honors the contributions of our nations temporary and contract workers. A lot of Employee Connections' success relies on our employees. We want to thank you for your hard work and dedication to your assignments. We strive to provide our employees with job opportunities that fit their needs and skills, jobs that our employees can be successful and proud of. Nearly 2.5 million men and women make up America's temporary workforce. Being employed by a staffing agency provides opportunities that may not be found on your own. We appreciate your hard work and hope to continue a successful working relationship with you.



## Proper Office Etiquette

Practicing good workplace etiquette at the office can help improve your work environment and relationships with co-workers. Being kind and considerate to co-workers should be a priority in your daily work routine. Follow these tips to help improve your office etiquette:

- If you work close to others use a low tone while on the phone and try to avoid excessive personal phone calls
- Avoid eating offensive food at your work station such as fish or very fragrant foods
- Never gossip about co-workers
- Never brag about how much money you make
- Keep your personal life out of the workplace
- Dress appropriately for your job
- Keep your workspace clean
- Always arrive on time



- Respect others' thoughts and opinions even if you do not agree with them
- Never touch another employees desk or personal belongings unless you have permission
- Avoid making remarks that could be mistaken for sexist or racist if taken out of context.
- Never publicly criticize another worker.
- Do not try and place blame for your mistakes on co-workers
- Treat others the way you would want to be treated in the workplace.

## Injured on the job?

If you are injured on the job notify Employee Connections and your supervisor immediately. If you have questions on our injury procedures please contact our office.

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