



Modern Work Ethics

...its only keepers, the people.
—George Washington

T R U S T

→ A Simple Set of Ground Rules



Presence & Availability

1

Be Present:

Actively participate in meetings and team discussions. **Cameras Always On** unless a valid reason is communicated in advance, during.

2

Be Available:

Ensure your colleagues and team know when and how to reach you. Keep shared calendars updated. Keep Slack status updated. Be responsive.

3

Don't Skate:

Stay engaged and accountable. Avoid disengagement or minimal effort in tasks and responsibilities.

THE NEXT LEVEL → You can't cover your face in an in person meeting, right? If you don't want to be mandated back to the office, make sure you are seen.

The 9-5 workday is dead. Remote and hybrid work environments must make job availability expectations clear and reasonable.

Earn what you get, get what you earn. Integrity calls for the value of merit, effort, and fairness in any relationship, always apply it at work.

➔ Contribution & Productivity

1

Maximize Contribution:

Leverage tools to increase productivity. Be willing to work beyond the boundaries of your job description. And, with AI, recognize that **55 is the new 40**.

2

Focus on Impact:

Prioritize the high-value projects, decisions, tasks that drive results aligned with the corporate goals. Minimize busywork ~ work for work's sake.

3

Innovate Continuously:

Look for ways to improve processes, adopt new tools, and share ideas that enhance team efficiency and effectiveness.

THE NEXT LEVEL → High character always answers yes to the question, "Am I proud of the 40 hours of contribution I made last week?"

Achievement accelerates when everyone focuses on the highest and best use of their time. When in doubt, seek direction from stated goals.

When one says, "This is the way we've always done it," that is the exact moment to begin reengineering.



Work-Life Balance

1

Respect Personal Time:

Honor colleagues' time off and non-working hours. Work-life harmony is a shared commitment. Conversely, should the business demand your attention, if possible, help.

2

Take PTO:

Rest, refresh, and enjoy life outside of work. Be courteous—request time off with notice, communicate plans clearly, and record your time.

3

Promote Well-Being:

Encourage a culture where wellness is prioritized—whether through taking breaks, setting boundaries, or supporting colleagues' well-being initiatives.

THE NEXT LEVEL → Remote and hybrid work has quite literally brought family life to work. Once very clear boundaries are now blurred. Accept that.

You get one life. "Whatever you spend your time on, it's all you have." -Faramarz, a watchmaker

Live better longer.

...its only keepers, the people.
—George Washington

T R U S T



Modern Work Ethics