

MyRuby Charter

MyRuby wishes to create a happy and harmonious workplace for all its employees. To help realise this wish, we ask everyone who joins MyRuby to make the following pledge:

- To come to work at MyRuby with a smile in your voice, even if you don't *feel* like smiling
- To think what a *reasonable* person would do in any situation and act accordingly
- To show respect and consideration to colleagues and clients
- To help create a pleasant and professional workplace
- To accept that MyRuby is a mobile-free zone
- To always work to the best of your ability
- To willingly accept and carry out instructions (provided they are legal!)
- To respect MyRuby's property and not to use it or remove it for personal use without asking
- To be honest and trustworthy
- To be adaptable and receptive to change
- To be considerate to your team and MyRuby when planning and booking leave
- To let MyRuby know if you or someone else has done something wrong, so it can be put right
- To respect the confidentiality of MyRuby's business information