

Code of Conduct Articulating your values

Sustainment of Achievement Begins and Ends With Culture... *Developing the right culture is everyone's challenge.... Here is what ADI found to work*

The following, shared by **ADI Munitions' Gary Kerr**, took a long time to develop which is probably why it works.

Probably nowhere in the world is it more important to have people on the same page than in a munitions plant. They make bombs, they make shells.... Hence, team work had better be the order of the day. The following is the **code of conduct every employee carries** in her or his pocket. It has been a powerful tool that was developed **by the employees themselves** – "And we live it every day as it has become part and parcel of what we do every day. You are invited to take this glimpse of their culture and feel free to savor it, consider it, and exploit it. G'day mates.

THE ADI MUNITIONS CODE OF CONDUCT

At ADI Munitions we believe in the values of:

1) Respect: We believe that everyone has a right to their dignity and should be treated fairly and politely.

This Means:

I will make judgments based on facts, not on personalities or position

I will treat others as I would like to be treated

I will tackle the problem, not the person

I will not spread rumors or hurtful gossip

I will say "sorry" if I hurt someone

I will give my team-mates the opportunity to express their opinion and give it fair consideration

I will not use words or actions that deliberately offend, insult, embarrass or hurt others

2) Accountability: We believe that we all have choices in life that carry with them certain responsibilities:

This Means:

I will take responsibility for the things I say and the things I do and be accountable for the consequences

I will learn from my mistakes, not make excuses for them

I will be committed to achieving our facility goals

I will meet my obligations to work safely and actively care for the safety of my team members

I will be honest and do what I say I will do

I will comply with ADI's legal obligations for safety and the environment

3) Continuous Improvement: We understand that our competitors and our customers are improving in everything they do. If we are not improving at the same or faster rate, we are going backwards.

This Means:

I will actively promote a safe workplace

I will constantly strive to improve our high quality product and services

I will endeavor to complete all tasks to the best of my ability

I will respect the rights of others to pursue development opportunities

I will not be afraid to try something new for fear of making a mistake

I will not be afraid to challenge "the way things have always been done around here."

"Unless you try to do something beyond what you have already mastered, you will never grow."

Ronald. E. Osborn

Where Lean Thoughts can become Reality

Code of Conduct ...

4) Team Work: We believe that teams make better decisions and achieve more than individuals. To reach our full potential, we need the input of everyone working towards common goals.

This Means:

We will give and receive constructive feedback
We will share the popular and the unpopular tasks equally
We will all share responsibility and credit for the performance of our team
I will be committed to my team and its decisions
I expect to contribute to issues affecting my team
I accept that my way is not necessarily the best way
We will communicate and reinforce our successes regularly

5) Customers Service: We recognize that satisfying our customer's needs is the reason that we are here. Satisfied customers and a profitable business is the best assurance of job security

This Means:

We will show that our internal and external customers are important to us by listening to them and responding to their needs
We will help our customers with their problems and try to make their jobs easier
We will keep our customers informed and seek their involvement

6) Our People: We believe that our company is a collection of all its people and their beliefs, not its buildings and its machinery. Our company can only be successful if we learn, grow, and become successful together.

This Means:

I will make a genuine effort every day
I am responsible for my own development and I understand that ADI will give me support and opportunity
We will give recognition to superior effort, not only superior results
We will look for "cause" not "blame" when things go wrong.

A Lesson from Experience

Once upon a time...

Jesus and Satan were having an ongoing argument about who was better at using the computer. They had been going at it for days. Finally, God said, "Cool it. I am going to set up a test which will take two hours and it will judge who does the better job." So Satan and Jesus sat down at the keyboards and typed away.

They moused.

They did spreadsheets.

They wrote reports.

They sent faxes.

They sent e-mail.

They sent out e-mail with attachments.

They downloaded.

They did some genealogy reports.

They made cards.

They did every known job.

But, ten minutes before the time was up, lightning suddenly flashed across the sky, thunder rolled, the rain poured, and of course, the electricity went off. Satan stared at his blank screen and screamed every curse word known in the underworld. Jesus just sighed.

The electricity finally flickered back on, and each of them restarted their computers. Satan started searching frantically screaming, "It's gone! It's all gone! I lost everything when the power went out!" Meanwhile, Jesus quietly started printing out all his files from the past two hours. Satan observed this and became even more irate. "Wait! He cheated! How did he do it????!!!"

(You gotta love the punch line...)

God shrugged and said,

"Jesus Saves." (Have you engaged your "auto-save" feature on your PC)