

# KEY QUALITIES & CAPABILITIES OF BOWDEN TEAMMATES

## WE ARE TRUSTWORTHY.

**HONESTY:** We are honest in all circumstances, with our clients and each other. We speak the truth even when it is difficult, despite potentially negative outcomes.

## WE ARE SAFETY-CONSCIOUS.

**DRUG USE:** We inform our team leaders of any potential impairment in our skills from prescribed drugs, and we adhere to the company drug policy.

**SAFETY-AWARENESS:** We work to ensure our teammates and machines are kept in safe conditions and situations at all times.

**CORRECTIVE ACTION:** We are vigilant in resolving potentially unsafe conditions and take appropriate action to protect ourselves and our teammates.

## WE ARE TEAM PLAYERS.

**RESPECT:** We demonstrate respect for our teammates, their thoughts and their ideas.

**EFFORT:** We work to constantly improve ourselves and our team.

**WILLINGNESS:** We do what it takes to perform any function required for team success.

**KNOWLEDGE-SHARING:** We openly exchange relevant knowledge with our teammates.

**HELPFULNESS:** We routinely look for opportunities to help our teammates.

## WE ARE GOOD COMMUNICATORS.

**EFFECTIVENESS:** We work to communicate completely and effectively with others, both verbally and in writing.

**LISTENING:** We listen carefully to our teammates to make sure we understand them.

**DOCUMENTATION:** We work to write down and document information that will be important to us and our teammates.

**SHARING PRIORITIES:** We work to pass on to our teammates any information we know about priorities and upcoming events.

## WE HAVE POSITIVE ATTITUDES.

**POSITIVITY:** We strive to remain positive despite obstacles and choose to focus on future potential.

**MOTIVATION:** We are motivated to improve and strive toward our goals and priorities.

## WE HAVE A STRONG WORK ETHIC.

**PRIDE:** We take pride in our work and gain satisfaction from a job well done.

**DEDICATION:** We do what it takes to get the job done.

**DETAILS:** We are detail-oriented and quality-minded as we perform our work.

**CARE:** We care about our teammates, jobs, work areas and machines.

## WE ARE RESPONSIBLE.

**RESPONSIBILITY:** We hold ourselves accountable for our actions and meet our obligations to the best of our abilities.

## WE ARE DEPENDABLE.

**PUNCTUALITY:** We show up for work and other scheduled events on-time and ready to participate.

## WE ARE PATIENT.

**PEOPLE:** We are willing to take our time with each other and ourselves so that everyone can be successful.

**PACE:** We don't rush tasks, and we work to act with maturity in all situations.

## WE ARE DISCIPLINED.

**CONSISTENCY:** We have established procedures that we consistently follow, doing things systematically.

**DEVELOPMENT:** While we have established procedures, we continuously look for ways to improve.

**FOLLOW-THROUGH:** We take the time to complete tasks and clean up our work areas when we're done.

## WE ARE ABLE TO LEARN.

**RETENTION:** We can retain knowledge from day to day.

**APPLICATION:** We can apply new information into working knowledge.

**INTERPRETATION:** We understand the instructions we receive and the intent of those instructions.

**PURSUIT:** We pursue knowledge until we have a firm grasp of it.

## WE ARE WILLING TO LEARN.

**OPENNESS:** We are open to new ideas and alternatives to the ways we'd like to do things.

**RECEPTIVENESS:** We accept constructive criticism without becoming defensive.

**HUMILITY:** We understand that we don't know everything and that we can continue to learn new things every day.

**SYNERGY:** We work to synergize with our teammates using new ideas that we develop together.

## WE ARE TECHNICALLY SKILLED.

**APPLICATION:** We are able to perform our job functions according to a high standard.

**INTERPRETATION:** We demonstrate technical skills sufficient to handle complex tasks and solve difficult problems.

**PURSUIT:** We strive to improve our technical knowledge in our various job functions.

4590 BEIDLER ROAD · WILLOUGHBY, OHIO 44094

P 800-876-8970 · F 440-946-1789 · BOWDENMFG.COM