

Spectrum Collective Commitments

- **Each department should have its own folder where all documents are shared together.** This ensures that all employees can effectively work together and collaborate.
- **All employees should have an agenda for each day.** At the start of each week, we should delegate jobs to different people to ensure that everything that needs to be done will be finished on time.
- **Employees should be on time and let the department know if they have an excused absence.** This helps to ensure that all work is done on time and no one will have to do extra work outside of class. Additionally, being on time is respectful and essential in the workplace.
- **At the start of every work day, the company as a whole should have a meeting to share ideas.** For the first five to ten minutes of each day, employees should all have a chance to share ideas to the whole class. This ensures that everyone has a voice in how the company is run.
- **Do not be afraid to speak up.** All ideas deserve to be heard. Though some people may be shy and afraid to voice their opinions, we should have a Google Form accessible to the Chiefs specifically for people to submit ideas.
- **Respect each other.** Employees should be honest, attentive, thankful, and welcoming.
- **Be prepared to work.** Everyone should be carrying their own weight; no one should be slacking off. All employees should submit weekly reports of what they have worked on to ensure that they are doing their job.
- **Research other companies as the year progresses.** We must always be aware of our competition in order to stay ahead and make ourselves unique in the eyes of customers.
- **Represent Spectrum well.** Whenever an employee is representing Spectrum in the classroom or by wearing their lanyard, they should be polite, respectful, nice, and hard working in order to portray the company in a positive light.
- **Always welcome people into the classroom.** Create a very welcoming and positive environment in the workplace for employees and visitors.