

700.1 Core Values and Code of Conduct

Facilities Management provides facilities services to the university, ranging from season tasks such as landscaping and snow removal, to overseeing construction on the university. The department has more than 400 employees, including seasonal employees, who fan across the university's three Fort Collins campuses to care for the university's property. Facilities Management work directly impacts and enhances daily productivity at the university and the department strives to make campus sustainable, efficient, comfortable, safe, functional and aesthetically pleasing. With this in mind, Facilities Management has developed the following core values:

1. We are **Good Stewards**. We look after and provide for the needs of our employees and the campus community.
2. We are **Caring**. We look after and provide for the needs of our employees and the campus community.
3. We are **Collaborative**. We work with others to arrive at mutually beneficial outcomes.
4. We are **Progressive**. We advocate and implement innovative, industry-leading solutions.
5. We are **Experts**. We bring expert skill and knowledge in our respective fields.

We Get Things Done and Drive Results

To ensure orderly operations and provide the best possible work environment, Facilities Management expects employees to follow a code of conduct that will protect the interests and safety of all employees and the organization.

All Facilities management employees are expected to:

1. Treat all customers fairly, both internal and external to the department.
2. Be truthful, honest, and courteous to their peers and to our customers at all times.
3. Listen actively and share information in open, honest, and appropriate ways.
4. Demonstrate respect for all people and their ideas, and commit to resolve conflicts.
5. Be considerate of fellow workers when performing job tasks.
6. Discuss departmental issues only internally and never criticize co-workers to customers.
7. Accept responsibility for their own mistakes; ask for clarification and guidance when unsure about job duties.
8. Communicate their needs clearly to people in our organization.
9. Show support of departmental decisions through their actions.
10. Assist customers and co-workers in a positive manner and follow through on commitments to them.
11. Do their job proactively, not wait to be told, see the problem, and ask for guidance if needed, solve the problem and inform others what was done.

12. Propose solutions to problems.
13. Complete tasks, meet deadlines, and communicate any reason for delay.
14. Stay current with technical knowledge available for their skill field.
15. Adapt and be flexible when change happens.