

COURTESY

Keep in mind at all times that as employees of The University of Louisiana at Monroe all of us are public servants. As such, we are obligated in both direct and indirect dealings with citizens of our State to serve efficiently and courteously. Visitors to The University of Louisiana at Monroe, for business or for other reasons, are to be received politely. They should be treated with the same courtesy and consideration that we would expect to receive if we visited another state agency or private business. All employees are expected to be pleasant, courteous and cooperative at all times. They are expected to refrain from any evidence of bad mouthing, talking down to anyone, or negatively representing their department, themselves, co-workers, students, or any member of our University family.