

## PROFESSIONAL STANDARDS

The professional working standard helps team members get the instructions in daily communication and working as well as increase the efficiency in mass communication and create a professional and positive working environment.

### Standard 1: Respect

- Be punctual.
- Communicate politely.
- Listen to others.
- Maintain positive and cheerful working environment.
- Say “thank you” when receiving comments.
- Say “sorry” when making mistakes.
- Comment sincerely and constructively.
- Make decision equally and democratically.
- Keep others’ personal secrets.
- Speak clearly, coherently, simply for easy understanding.
- Keep equal and respectful attitude toward every members.

### Standard 2: Teamwork

- Always focus on one common goal and plan.
- Always update personal working status to the whole team.
- Unite and support each others to achieve the goal. No exception.
- The whole team discuss on solving the problems, leaders make final decisions.
- Team members obey leaders’ decision and complete the assigned work.

### Standard 3: Discipline

- Be honest.
- Obey the software development process.
- Obey the team’s regulations and superiors.
- Work hard to get the highest efficiency.

### Standard 4: Responsibility

- Complete assigned tasks to deadline.
- Support others in accomplishing their work if they need your help.
- Work initiatively and independently.
- Inform others if you are late for something as soon as possible.
- Be well-prepared before meetings.

