

Infoshred's Core Values



Core Values	How We Achieve This
We are in the security business; security must remain our primary focus	<ul style="list-style-type: none">■ Policies and procedures are followed at all times■ Protecting the integrity of our customers information is our top priority
Providing EXTREME customer service is a priority in all our actions	<ul style="list-style-type: none">■ Make our customer's jobs easier■ Be flexible and "smart"■ Open and honest communication
Our actions are at all times ethical and performed with the highest degree of integrity	<ul style="list-style-type: none">■ If a reporter saw you or heard you would you want your actions broadcasted?■ Honesty is the only policy■ Take ownership for our actions
Respect for each other and the workplace is critical	<ul style="list-style-type: none">■ Treat others as you want to be treated■ Privacy is everyone's privilege■ Spread facts not rumors■ Maintain a safe workplace■ Work areas are organized and cleaned after use; everything in its place
Communication is open and honest; others viewpoints are valued	<ul style="list-style-type: none">■ Listen and appreciate other opinions■ If you see something, say something■ If you see a better way to do something, share it
Managing growth, maximizing efficiencies and minimizing expenses is key to success	<ul style="list-style-type: none">■ Preventative maintenance is done thoroughly and timely and with an eye towards preventing unexpected downtime■ Wasted time, materials and movement is wasted money■ Always look for continuous improvements
We value being a responsible corporate citizen	<ul style="list-style-type: none">■ Giving back to the community■ Fostering reciprocal business relationships■ Maintaining family business values■ Supporting local businesses