

GLOSSARY

accountable: responsible for; required to account for one's conduct.

company policy: the standards and procedures set by a business organization to influence and determine decisions and actions.

credibility: the quality of being trusted and believed in.

demeanor: 1. the way in which a person behaves. 2. the attitude with which one carries oneself.

ethical behavior: behaving in accordance with the accepted principles of right and wrong that govern the conduct of a person or the members of a profession.

jeopardize: to expose to loss or injury.

legible: possible to read or figure out; clear.

mandatory: required; necessary.

notation: a brief note or summary used for convenience.

personal ethics: a person's own set of principles of conduct.

recommendation: a favorable statement concerning a person's character or qualifications.

slang: a kind of language occurring mainly in casual or playful speech.

verify: to determine or test the truth or accuracy of something.

work ethic: a set of principles of conduct that involve respect for the rules of the workplace.