

PROFESSIONAL CONSULTANT COMMITMENT

Our commitment to you is to provide outstanding service and the utmost professional consulting relationship. In that endeavor, we would like to share what to expect from us and in turn what we expect from you. These guidelines are provided for our mutual success.

What you can expect from us:

- Fair and competitive compensation and benefits.
- An open door policy to support you.
- Timely and consistent feedback.
- A commitment to your career growth and development.
- Professional representation.

Our expectations of you:

As a professional consultant, we ask that you please be cognizant of the following expectations:

- Use e-mail and internet for business-related purposes only.
- Keep personal calls and business to a minimum.
- Report only hours that are truly worked.
- Always abide by the Professional A's: Attire, Attendance, and Attitude.
- Keep all office conversation and behavior professional.
- Give us consistent feedback and notify us of any concerns—nothing is unimportant.

We trust that you will use your professional judgment at all times. You are representing Smith Hanley Consulting Group, as well as your own professional career and reputation.

We are providing this document to demonstrate our commitment to uphold the highest standards of professional etiquette and services, and we appreciate your acceptance of these standards.



Managing Director
Smith Hanley Consulting Group LLC