**SECTION 1. 5 Miscellaneous Policy (General)**

Remember that we are a service provider. Treat your constituents with courtesy. If you are unable to answer an inquiry, refer the question to your supervisor.

Do not argue with customers. If a customer argues with you, be polite and refer him to your immediate supervisor.

Do not belittle the University of Houston and its agents. You are an ambassador of the university.

Employees should be familiar with the University Centers safety policies.

Employees are responsible for reporting suspicious behavior to a supervisor or management staff.

Observe the NO SMOKING policy.

**APPROVAL**

Last revised on 8/31/2012

**REVIEW AND RESPONSIBILITY**

Responsible party: Student Life Policy Team

Review: Every two years on or before August 31st

**APPROVAL**

Dr: Noel J. Clarke, Director Business Operations