

Workplace Culture:

A Quick Self-Check



A HEALTHIER WORKPLACE STARTS WITH EVERYONE

COMMUNICATE WITH RESPECT

- ☐ I address concerns with the right people instead of fueling gossip or spreading secondhand information.
- ☐ I avoid personal digs, dismissive comments, and nonverbal behavior that can make others feel unwelcome.
- ☐ I protect private information and share sensitive details only when there is a legitimate need.

BE FAIR AND ACCOUNTABLE

- ☐ I apply expectations consistently, regardless of role, relationships, or department.
- ☐ I take responsibility for my decisions and follow through instead of shifting blame.
- ☐ I address conduct and performance concerns directly, fairly, and through appropriate channels.

STAY OPEN TO IDEAS AND CHANGE

- ☐ I listen to different perspectives before dismissing an idea or approach.
- ☐ I value experience while staying curious about new tools, generations, and ways of working.
- ☐ I give feedback that is specific, constructive, and focused on behavior or outcomes.

HELP BUILD A HEALTHIER CULTURE

- ☐ I avoid taking sides or creating division between colleagues and teams.
- ☐ I raise recurring or serious concerns professionally rather than pretending they do not exist.
- ☐ I model the respect, integrity, and professionalism I expect from others.