**1.3 I can use appropriate methods to promote trust when working collaboratively**

To promote trust whilst working in a collaborative environment, its necessary to be respectful towards others’ views/opinions, even if you’re not fully agreeing with all their views. Treating people how you’d like to be treated, with politeness, kindness and courtesy. Encouraging others to share their valuable ideas, giving others a chance to voice their opinions, actively listening and never interrupting until the other person has finished talking. Showing respect for others and their work, being supportive towards teammates. Being aware of your tone, body language and expressions during interactions with others, this is important as some individuals can be very sensitive and pick up on negativity. All necessary team members/ colleagues should be included in work activities certain colleagues shouldn’t be favoured/prioritised over others. All people should be treated equally, regardless of their race, religion, age etc. Credit should be given where its due, praising others on their good work can motivate them to do better. These actions ensure a considerate, respectful, happy, and professional workplace/ environment.

**1.4 I can carry out appropriate checks on others' online identities and different types of information**