**Shape

Description automatically generated with medium confidence**

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| **RESPECT** | |
| **IS** | **IS NOT** |
| * Appreciating them for who they are (not judgemental) and appreciating differences * Being open to others’ ideas * Understanding their responsibilities and timelines * Understanding your impact on others * Being respectful of others around you * Helping others * Listening * Having the guts to raise issues (candid conversations)\*\* * Being supportive of the whole team * Watching your body language (ie. not rolling eyes) * Conscious of other’s work environment * Respect other’s abilities * Open and honest | * Gossiping * Ignoring people outside the office * Degrading others or the company * Taking advantage of organization’s flexibility * Ganging up/bullying others * Talking behind someone’s back * Hiding a person’s errors/and not letting them know * Calling people names * Stealing from others * Taking advantage of someone * Excluding others |

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| **INTEGRITY** | |
| **IS** | **IS NOT** |
| * Consistency * Meeting deadlines accurately * Reporting accurate data * Being true to yourself * Representing the company in a respectful/honourable manner * Being honest * Staying ethical in your job * Doing the right thing * Confidentiality * Treating everyone equally * Maintaining values and beliefs * High morals * Walk the talk | * Not meeting group commitments * Misleading others * Fraudulent/hiding * Setting people up for failure (for personal gain or any other reason) * Making decisions for popularity reasons and not the right reasons |

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| **TRUST** | |
| **IS** | **IS NOT** |
| * Being honest and open * Ability to make yourself vulnerable * Acceptance without question * Put out your ideas without ridicule or fear of retribution * Leap of faith that everyone is pulling their weight * Knowing others have your back * Bridging relationships * Working the hours for flex hr and when working from home * Engaging with others assuming their good intentions * Performing to your best ability * Faith in the job getting done (accepting my word as my commitment) * Understanding the roles of others * Seeking first to understand | * Micro managing * Breaching confidentiality * Withholding information * Keeping you in the dark * Laughing/talking behind your back * Ulterior motives * Doubting my word * Expressing verbally and/or non-verbally doubt in my ability or commitment * Lying and covering up |

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| **ACCOUNTABILITY** | |
| **IS** | **IS NOT** |
| * Admitting mistakes * Confident with results * Seeing things to the end * Living up to agreed upon expectations * Taking ownership/fixing errors * Participating in setting goals * Knowing what you’re supposed to do * Being part of the solution not the problem * To help struggling co-workers * Knowing your weaknesses (owning up) * Being clear on what your responsibilities are * Taking responsibility/understanding the resources that have been given to you * Understanding and following through on goals (as an organization) | * Pointing fingers/blaming others * Coming up with excuses * Deflecting responsibility * Ignoring an issue or problem * Lying or covering up * Taking credit for other’s work * Admitting your mistakes/letting others take the fall/blame * Making excuses |