

## HOW WE TREAT EACH OTHER

### A CODE OF CONDUCT

A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early and there is a culture of empowerment and cooperation.

#### I WILL SHOW RESPECT AT WORK BY:

- Acknowledging that all staff contribute to the success of the West Parry Sound Health Centre
- Trusting and believing others are competent in their job
- Acknowledging people for a job well done
- Seeking to build up and not put down
- Making decisions and/or providing feedback in a timely manner
- Acknowledging that others have the need and right to understand decisions
- Sharing information
- Showing up on time and prepared for meetings
- Finding solutions, not placing blame
- Listening more than talking
- Always communicating with others using words, body language and tone of voice that promotes inclusivity and respect
- Walking the talk of teamwork and respect
- Promoting a healthy environment, free from all disrespectful behaviours including violence, harassment, bullying etc.
- Working in a manner that exemplifies the core values of the West Parry Sound Health Centre: Compassion, Accountability, Rights and Responsibility, Excellence, Safety.

I agree that this is the type of workplace that I would like to contribute to:

Signed \_\_\_\_\_

Dated \_\_\_\_\_