

Everyone is Responsible for a Respectful Workplace

Our new initiative "Respectful Workplace" is reflected in this strategic plan
and Efficiency Deeply Rooted in Our Institutional Mission

employees are treated with respect and dignity, regardless of their status or position
respectful workplace

Respectful Workplace Environment?

- Model behavior you like to see in others
- Be a respectful listener
- Respond with kindness, compassion and forgiveness
- Tone of voice, posture, eye contact, body language, demeanor and facial expression
- Use technology wisely (e-mail, social media) - no voice
- Consider the impact of your words and actions on others
- Create an inclusive environment by recognizing and respecting individual differences
- Stand your ground and take responsibility for your own reactions and responses
- disagreement will exist
- positive, solution driven approach
- Have difficult conversations in person or, at a minimum, by telephone, not electronically
- Rely on facts rather than assumptions and gossip
- Recognize and praise much more frequently than you criticize
- Remember to smile and breathe the moment
- The world always looks better from behind a smile!

Behavior that is Harmful & Inconsistent with Cura Standards:

- Inappropriate comments, sarcasm, cynicism, directed personal attacks
- Spread unsubstantiated rumors or gossip
- Subtle or direct belittling or intimidating way
- Make or tell jokes intended to offend, harass, intimidate or offend
- Tease, ridicule or make someone the brunt of jokes
- Publicly humiliate or embarrass others in front of other people
- Shout or yell at another person
- Swear at another person
- Dismissive or negative of someone's work as is speaking
- off, butt-
- Refuse to speak to another person for work purposes
- Acts of violence, physical or verbal abuse, violence, retribution or other harm