

## WORK CULTURE

Business owners and managers are responsible for creating a good work environment for all their staff. This means being honest, fair and supportive to everyone, regardless of their role in the business.

That said, all employees also have a responsibility for playing their part in creating a workplace which is free of bullying, discrimination and harassment. This includes you.

You will also be required to contribute to the culture of your workplace by doing your best to be friendly, positive and helpful, as well as making an effort to get along with everyone.



### Activity

Here are ten ways you can play your part in creating a positive work environment while also looking good to your supervisors and the boss.

Rate yourself using the following ranking system. This is based on how frequently you would do the described behaviour.

- a) Always
- b) Most of the time
- c) Sometimes / occasionally
- d) Not often
- e) Never
- f) Not sure

Space is also provided for you to explain your reasoning for each choice.

## 1. Respect

Do you (or would you) treat everyone in your workplace with respect, regardless of their position, gender, race, beliefs or the length of time they've been at the business?

Rating

☐

Reasoning

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## 2. Fairness

Are you known for being honest and fair when it comes to sharing the workload? What about sharing praise from the boss for a good team effort (or blame for a poor one)?

Rating

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Reasoning

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### 3. Trust and Integrity

Are you trustworthy? Can you be trusted to do the job that you are being paid to do? Do you consistently do a good job, regardless of whether anyone is watching? Do you look after equipment or stock with care?

Rating

☐

Reasoning

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### 4. Change / Adaptability

Do you feel OK with change? Are you a person the boss could rely on to support the introduction of positive workplace changes to improve the business?

Rating

☐

Reasoning

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## 5. Results

Do you see yourself as results-oriented person? Are you willing to stay late to ensure a job gets completed? What about redoing a job to make sure it's done properly?

Rating

☐

Reasoning

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## 6. Teamwork

Do you work well with others in your team and across other teams? Are you the person who makes a real effort to be a great team player and, when necessary, a team leader?

Rating

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Reasoning

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## 7. Engagement

Do you (or would you) try hard to engage at work?

This means using all your skills and talents to do the best job you can; being positive, friendly and helpful; and talking to others about your job and your boss in a positive way.

Rating

Reasoning

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## 8. Responsibility / Accountability

Do you do what you say you will do and do you take sensible risks to improve on the service(s) you provide? Do you take responsibility for mistakes made? And, do you accept that others might also make mistakes, (even your supervisor). Do you forgive and move on or choose not to play a blame game?

Rating

Reasoning

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## 9. Learning Opportunities

Do you (or would you) take up learning and training opportunities offered by your employer? Are you willing to learn new skills and take on new tasks or jobs within the workplace?

Rating

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Reasoning

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## 10. Goals and Strategies

Do you (or would you) make sure you understand what your boss's goals are and what their strategy is for achieving those goals? For example, your boss might want to have the #1 plumbing business in Taupō. To achieve this goal, your boss might insist on all his employees being timely, having high standards, providing excellent customer service, being environmentally friendly and pricing all jobs fairly.

Rating

☐

Reasoning

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