

Values and Behaviours Template

(Insert organisation name)

It is important for the workplace to establish values and behaviours of all employees of **(Insert organisation name)**. Values and behaviours at work help define who you are and what you stand for in the workplace. Clarity on employee values and behaviours brings together clear objectives which hold people accountable and allows for reinforcement of positive working environments and culture. Creating a workplace culture where mental health and wellbeing is prioritised and valued, provides a safer working environment for all staff.

Values and Behaviours in the workplace can be further considered by following this step-by-step approach:

1. Understand Workplace Values
2. Know Workplace Behaviours
3. Implement Values and Behaviours
4. Manage challenges when Implementing Values and Behaviours

Step 1. Understand Workplace Values

At the heart of an organisation's culture are commonly shared values which help create a sense of community and respect. Values can positively impact an organisation's bottom line because values help to create a positive work environment, which lead to increased positivity and improved working relationships. Staff who share values tend to outperform those in environments that lack cohesion and purpose. There are a few key values of importance for most workplaces and some examples of this include:

- Respect
- Cooperation
- Honesty
- Fairness

Workplace values are just as important to team and individual values. You can identify workplace values by looking at how people work within the company and by looking at the actions the organisation has taken over the last few years.

Step 2. Know Workplace Behaviours

Behaviours are the actions we take in response to our values. They are how we choose to live out the values in day-to-day work life. These behaviours can have a big impact on productivity and job satisfaction. When everyone in the workplace is behaving in a respectful and cooperative manner, it leads to improved working relationships and psychological safety in the workplace. By having a workplace that is based on positive behaviours, this will further attract and retain the best employees.

It will be important for all staff to demonstrate behaviours which support a psychologically safe workplace. Some examples of these include:

- Showing respect and treating others as you would like to be treated, acknowledging and appreciating one another's differences.

- Actively listen with empathy and understanding of other's needs.
- Actively encourage collaboration and cooperation to find the best solutions which support mental health at work.
- Giving support to people in their development, providing feedback and appreciating their contribution.
- Embracing change, bringing innovative solutions and learning from mistakes.

Step 3. Implement Values and Behaviours in your Workplace

It will be important to implement values and behaviours in the workplace to create a psychologically safe and thriving environment. There are a few steps to create a values-based workplace:

- Choose values that are important to you and your team and make sure that everyone is on board with these values. You can do this by:
 - Talking with your team members about the workplace values that they feel are important.
 - Once you have come up with a list, cut this down to four or five most important workplace values.
 - Then consider how you demonstrate these values every day and how can you encourage more of these behaviours?
- Encourage behaviours that align with workplace values. This can be achieved by setting an example and providing feedback when others exhibit positive behaviours.
- Create a system for holding people accountable to workplace values. This could involve having a clear process for dealing with inappropriate and unacceptable behaviours.
- Make sure the values are visible in the workplace. This could include hanging up posters or putting the values on the workplace website.

Step 4. Manage Challenges when Implementing Values and Behaviours

At times, there may be challenges or obstacles to overcome when trying to implement values and behaviours in the workplace. Some of the potential challenges may include:

- Getting everyone aligned to the workplace values as they may not agree they are a good fit for the workplace. To overcome this challenge, further explain why these values were chosen, and how they will benefit the workplace. Also encouraging employees to give feedback and listening to their suggestions about which values would be most important in the workplace.
- Holding employees accountable to workplace values. To overcome this obstacle, create a system for accountability, such as regular check-ins, which enable open discussions. You can also make sure that company values are visible in the workplace (for example on posters) so that people are reminded of them on a daily basis.