



## 1. Respect & Fairness

- Do I treat all colleagues, clients, and stakeholders with respect, regardless of their background, role, or opinions?
- Have I contributed to an inclusive and supportive environment for all team members?
- Do I avoid discriminatory or biased behaviour in any form (e.g., based on race, gender, religion, etc.)?

## 2. Collaboration & Teamwork

- Am I working effectively as part of a team and supporting colleagues in achieving shared goals?
- Do I actively listen to others' opinions and value diverse perspectives?
- Have I offered help or support to team members when needed, fostering a cooperative work environment?

## 3. Communication & Transparency

- Do I communicate openly and clearly with my team and colleagues, sharing important information in a timely manner?
- Have I provided constructive feedback to help others improve, while also being receptive to feedback myself?
- Do I keep others informed of my progress on tasks and projects?

## 4. Recognition & Appreciation

- Do I acknowledge and celebrate the achievements and contributions of others in the team?
- Have I offered sincere praise for the hard work and success of my colleagues?
- Am I encouraging a culture where team members feel valued and appreciated for their contributions?

## 5. Support & Development

- Do I support the growth and development of my colleagues by providing guidance, mentorship, or resources when needed?
- Have I shared learning opportunities or resources with my team to help them improve their skills?
- Do I actively encourage others to reach their full potential?

## 6. Conflict Resolution

- Am I addressing conflicts or disagreements respectfully and professionally when they arise?
- Do I seek to understand different viewpoints and work toward constructive solutions in difficult situations?
- Have I escalated conflicts or issues to the appropriate level if necessary to ensure resolution?

## 7. Well-Being & Work-Life Balance

- Do I respect my colleagues' work-life balance by being mindful of their time and commitments?
- Have I supported my colleagues' well-being by promoting a positive, healthy work environment?
- Am I taking appropriate steps to maintain my own work-life balance to set a positive example for others?

## 8. Accountability & Responsibility

- Do I take responsibility for my actions and commitments, and follow through on my promises?
- Have I ensured that my behaviour aligns with the company's values & contributes positively to the team dynamic?
- Do I hold myself accountable for meeting team goals and objectives?

## 9. Diversity, Equity & Inclusion (DEI)

- Am I actively promoting diversity and inclusion within the workplace by respecting and celebrating different perspectives?
- Do I support initiatives or activities that promote equality and fairness in the workplace?
- Have I contributed to an environment where all team members feel welcome, valued, and heard?

## 10. Leadership & Empowerment

- Do I lead by example, demonstrating the company's values through my actions and behaviours?
- Have I empowered my team members by trusting them to take initiative and make decisions?
- Am I encouraging others to take ownership of their work and contribute to the team's success?

