

Recognition Team - Shared Values

Once your team has been established, consider sharing this document at one of your first few meetings. As a group, review these shared team values and modify them as you see fit. Everyone should be aware of the team values and use them as guiding principles to follow during meetings.

- ★ We are all equal partners - there is shared responsibility for team process and outcome among all members.
- ★ We will respect the opinions of all members, and treat each other with respect.
- ★ Members will avoid dominating the discussion during the meeting - let everyone contribute.
- ★ Members will keep an open mind to new and different ideas.
- ★ Members will avoid being judgmental and respect everyone for their diverse characteristics.
- ★ Members will commit to following through with what they say they will do. For example; attending meetings, being on time, and completing assigned tasks.
- ★ Members will respect the confidentiality of all discussions in the meetings.
- ★ Members will value honesty, trust and cooperation among the team members.
- ★ Members will recognize and deal with conflict openly and constructively.
- ★ Members will regard setbacks as part of the process - take a positive approach recognizing that sometimes we may fail because of factors out of our control.
- ★ Members will fully represent their work groups and foster two-way communication.
- ★ Members will have a personal commitment to the principles of employee recognition as outlined in the corporate Recognition Policy and Guidelines.
- ★ Members will be aware of and observe our Public Service Values; respect, integrity, diversity, accountability and the public good.
- ★ Members will use open and honest communication with each other at all times.

These Shared Team Values have been modified from those established by the Industrial Accident Prevention Association (IAPA).