



PERFORMING OUR BEST

IT IS THE RIGHT AND RESPONSIBILITY OF EVERY EMPLOYEE:

- To treat others and be treated with respect;
- To perform with integrity, honesty and professionalism;
- To participate constructively in open communication;
- To help to resolve issues;
- To improve work performance;
- To take an active part in generating a mutually supportive environment

Treat others and be treated with respect:

- Be considerate and cooperative;
- Recognize that diversity is an asset and
- Value the cultural, physical and professional difference among us;
- Refrain from making, unwelcome or discriminatory comments; and
- Report discrimination, harassment, intimidation, and/or retaliation.

Perform with integrity, honesty and professionalism:

- Report to work on time;
- Embrace policies, labor contracts, directives and expectations;
- Be effective and productive as we can in the performance of our jobs;
- Ask for clarification when unsure; and
- Verify the accuracy of information before repeating it.

Participate constructively in open communication:

- Use staff meetings and informational materials to stay informed of
- Unit, department and CWU goals and work objectives;
- Give and accept positive and constructive feedback; and
- Advise other when our work will impact them.

Help to resolve issues:

- Discuss job concerns with our co-workers;
- Participate inclusively in problem solving and decision-making;
- Know which units are responsible for different types of work
- so that we can make quick and correct referrals; and
- Acknowledge communication differences.

Improve work performance:

- Contribute and share ideas and expertise to encourage efficiency and productivity;
- Take advantage of learning opportunities including those focused on the
- worldviews, cultures and lifestyles of our diverse community.

Take an active part in generating a mutually supportive environment:

- Recognize that we are all doing our best under circumstances which are sometimes difficult;
- Offer assistance when we can;
- Be reasonable in the demands we make on each other; and
- Develop relationships and activities to serve the vision and mission of Central Washington University.