PERFORMING OUR BEST

IT IS THE RIGHT AND RESPONSIBILITY OF EVERY EMPLOYEE:
To treat others and be treated with respect;
To perform with integrity, honestly 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.