

**As a member of this team/group, I agree to work to make the following a part of my daily routine.**

**1. To promote empowered partnerships by:**

- Valuing your time and the contribution you make to the team/group.
- Accepting the diversity in our styles --- recognizing that you know yourself best and should be allowed to choose your own approaches.
- Promising to be honest, and treating you with respect and courtesy.
- Promoting independence and mutual growth by applying the "Platinum Rule" (Treat others as *they* want to be treated, not assuming they have the same desires *you* do).\*
- Listening openly to new ideas and other perspectives.
- Attempting to walk a mile in your shoes.
- Committing to resolving conflict without resorting to using power.
- Taking responsibility for my own emotional well being (if I feel bad about something, it's my responsibility to do something about it).
- Ensuring that we both:
  - Stay focused on our joint purpose and responsibilities for achieving it.
  - Make decisions together as much as possible.
  - Realize that we're accountable for the outcomes (consequences) of our actions.
  - Have the right to say no, so long as it doesn't mean neglecting my responsibilities.

**2. To foster open communication and a positive work environment by:**

- Addressing specific issues and behaviors.
- Acknowledging/apologizing if I've caused inconvenience or made a mistake.
- Doing my "homework" before drawing conclusions.
- Maintaining confidentiality when I'm used as a sounding board.
- Using only ONE person as my sounding board before I decide to either give feedback or drop the issue.
- Validating any rumors I hear.
- Redirecting co-workers who are talking about someone to speak directly to the person.
- Addressing unsafe or unethical behavior directly and according to policies.
- Offering feedback as indicated:
  - Within 72 hours
  - Using "I" statements ("I feel.." rather than "You make me feel...")
  - Describing behaviors and giving specific examples
  - Limiting discussion to the event at hand and not discussing past history and telling you honestly and openly the impact of the behavior.

**3. To be approachable and open to feedback by:**

- Taking responsibility for my actions and words.
- Taking time to reflect on what was said, rather than blaming, defending, or rejecting.
- Asking for clarification of the perceived behaviors.
- Remembering that there's always a little bit of truth in every criticism.
- Staying focused on what I can learn from the situation.

\* Retrieved Jan. 22, 2007 from: <http://www.alessandra.com/abouttony/aboutpr.asp>