

ADMINISTRATION DIVISION

We acknowledge that our values are aspirational. We approach them with a sense of optimism. We give each other permission to challenge our behaviour.



TEAMWORK

We value Teamwork. We have common goals and succeed or fail as a team.

- We rely on each other. We work cohesively, inclusively and interdependently.
- We strive to be humble, to be open to coaching, to share information willingly, to maintain balance, and to understand teamwork equals collaboration.
- We are connected, and respond to requests for help, however disguised.
- We ask for assistance.
- When we have a problem, we take a University perspective. We park our egos and agendas at the door.
- Good teamwork requires respect.
- We help our teammates to reach their goals and aspirations. We give them freedom to choose how to accomplish their goals.
- Since we are all in this together, we work jointly, not at odds with one another.
- We recognize the strengths of others and seek to optimize their use.
- We encourage others and praise good work.
- We are willing to give and receive constructive criticism.
- We work with team members to achieve the best possible result.
- We listen to, and respect team members, valuing all opinions.

RESPECT

Respect involves a genuine commitment to each other and all members of the team.

- We are civil, open, flexible, collegial, attentive, and responsive.
- We treat every person with respect and recognize their lives and priorities are as important as our priorities.
- We value diversity and are supportive of equality. We value all team members and respect their aspirations.
- We appreciate and value that everyone has the opportunity to contribute and bring a unique perspective to the table. We value one another's time and opinions. We give credit where credit is due and respect the input of others.
- We communicate honestly, without deceit, with our colleagues.
- We listen actively, accept feedback, and strive to compromise when our views differ.
- We take care and we pay attention.
- We demonstrate reciprocal respect, and treat others how we would expect to be treated in return. We consider the effects of our actions on all.
- We communicate proactively, and in person as appropriate, at times of disagreement or friction.
- We give and accept feedback and constructive criticism through effective communication.

ACCOUNTABILITY

Our Accountability encourages us to take measured risk and ensures we focus on the University mission, not our individual agendas.

- When we make promises and commitments, we keep them.
- We accept responsibility for our actions, our mistakes and our solutions.
- We take personal accountability for team objectives and step up when we see emerging issues.
- We understand that we all have priorities.
- We say what we will do and do what we say we will do.
- We take ownership of our roles, actions and decisions.
- We ensure effective communication.
- We diligently follow through, and work through challenges and issues as they arise.
- We are transparent in decision-making.
- We stand behind our decisions, our team and our staff.
- We have genuine appreciation for others and give praise where it is due. We sign our name to our work and trust in our own abilities.

INTEGRITY

We recognize that everyone has a role and that the team will only be successful if all members complete their tasks.

- We are always honest. We take responsibility for our actions.
- We are individuals with strong moral values.
- We act with fairness and good judgment.
- We create an ethical work culture. We never engage in unethical or misleading activities.

TRUST

We give Trust first, and we demonstrate this through honesty, reliability, integrity and consistency.

- We strive to be genuine, steadfast, inclusive and collaborative.
- We are strengthened when we have trust that we support each other. We have your back.
- We are open and honest with information across teams. We share information, even when it exposes our own mistakes or shortcomings, because we recognize we can all learn from mistakes.
- We share issues without fear of criticism and with the expectation of help.

- We value open dialog of differing views because it broadens options and helps us grow.
- We are working toward the common good, and we accept advice in that vein.
- We strive to create transparency and to live in balance, respecting each other's priorities.
- We are confident in one another, because we believe actions will be consistent with words. We rely on people's honesty and integrity.
- We respect compliance, which we differentiate from micromanagement.
- We demonstrate trust through honesty, integrity and consistency.
- We give trust first and create transparency.
- We are genuine in our interactions with others.
- We show confidence and reliance in other people.
- We show support to each other and keep promises.