



# Core value

## Team spirit



Helping others, sharing knowledge, celebrating milestones and working towards a common goal.

### *Acceptable*

- Accept each other's differences.
- Pre-empt and help any other staff members when necessary.
- Adjust work schedules to fit in with others.
- Contribute to meetings and discussions.
- Regularly acknowledge other's efforts and ideas.
- Use positive and constructive language.
- Be open to being mentored or mentoring others.
- Acknowledge those who encourage people to share their ideas and perspectives.
- Share negative and positive feelings.
- Have fun, but not at the expense of others.
- Celebrate individual and team milestones.
- Hold team meetings and informal gatherings.
- Acknowledge efforts of departing staff.
- Communicate effectively.
- Keep people updated as necessary.

### *Unacceptable*

- Avoid helping the group or individuals.
- Display hostility towards someone in your workplace.
- Spread gossip about someone in your workplace.
- Make insulting or offensive remarks about someone's appearance, habits, backgrounds or personal life.
- Exclude or ignore others.
- Cruel tricks, practical jokes or ridicule.