



RESPECTFUL WORKPLACE CULTURE PLEDGE

PPPM 822, Respectful Workplace, supports every employee's right to a productive and supportive environment. Along with this and other City policies, including PPPM 411, the Culture Pledge guides us in creating a workplace committed to clarity, consistency and accountability where people feel respected and valued.

The Culture Pledge examples are not exhaustive, but rather help us understand and follow the expectations, guiding our work to ensure our workplace is respectful and professional.

CLARITY:

1. Respect and Professionalism:

- I will treat others with respect and will be professional at all times.
- I will communicate clearly and work together with others, even if we disagree.

2. Direct Communication:

- I will discuss issues as soon as possible and with people who can help me find a solution.
- I will not discuss issues with others who aren't part of the solution and will avoid gossip and rumors.
- I will bring concerns/complaints to my supervisor or the proper channel so they can be understood clearly and resolved consistently.
- I will make workplace decisions based on facts, not rumors and gossip.
- I will avoid jumping to conclusions, I will seek clarity, and I will not react before I have all the facts.
- I will not gossip or spread rumors.
- I understand that gossip reduces clarity, damages trust and teamwork, and causes a negative work environment.

CONSISTENCY:

3. Teamwork:

- I will support my team with patience and be willing to help. I will contribute to a consistent and reliable team environment.
- I will look for ways to help others or ask my supervisor what to work on next.
- I will remain productive and will not waste time when I am clocked in to work.

4. Respect for the City:

- I will remember that everyone's work is important. I will not interfere with or sabotage anyone else's work.
- I will not withhold important information from others.
- I will respect other people's time and work. I will not make harmful or inaccurate statements about another person's work.
- I will respect shared and individual workspaces and city property.
- I will be kind to others by creating a welcoming, respectful, and positive environment.

5. Including Others:

- I will include others and build positive working relationships across all work groups. I know every job is important for the City's success.
- I will consistently be welcoming, answer questions, and be patient while others are learning.
- I understand that excluding and ignoring others is unacceptable behavior.

6. Helpful Feedback:

- I will give and receive feedback in a respectful way that helps build teamwork.
- I will give clear feedback with the goal of helping others grow, succeed, and improve consistency.
- I will never give feedback to tear people down or make them feel bad.
- I will find the right time to provide productive feedback.

ACCOUNTABILITY

7. Open to Change and Solutions:

- I will face change and challenges by looking for solutions.
- I will be open to new ideas, learning, growing, and change.
- I will support my team during times of change and help others succeed.
- I will support management in their goals, even if these goals change or I disagree with them.

8. Productive Conflict Resolution:

- I understand I'm part of a team and it's important that I am respectful of my teammates.
- I will assume others mean well and give them the benefit of the doubt.
- I will use facts and ask questions before I take an action that could be seen as harmful.
- I will be professional and work to find solutions during disagreements. I will be open-minded to other points of view.
- I will remain professional even when I disagree with workplace decisions.
- I will remain consistent in my work and communication.

9. Owning Mistakes:

- I will take responsibility for my mistakes, work to fix them, and do better the next time.
- I will not blame others for my mistakes. I will be accountable.
- I will ask for help when I am unclear on how to complete a task. Clarity helps with consistency.

As a team member of the City of Tulsa, I will fully commit to do my part in making the City of Tulsa a positive and collaborative workplace culture by upholding these commitments.

I understand that if I don't follow this pledge and City policies, including PPM Section 822, I could face disciplinary action.

Employee Name (Printed):	Date:
Employee Signature:	ID Number:
Department Head Signature:	Date:

A copy of this pledge will be placed in your personnel file to document your commitment to maintaining a respectful workplace.