

Workplace Expectations

The Importance of Our Core Values

In our daily work, it's easy to focus solely on the "what"—the tasks completed, the projects launched, or the goals achieved. And while these outcomes are undoubtedly important, it's equally critical to remember "how" we do our work every single day. This is where our core values of Respect, Integrity, and Caring truly come into play.

These values aren't just words on a wall; they are the guiding principles that shape our interactions, decisions, and ultimately, our collective success. When we act with Respect, we foster an inclusive and collaborative environment where every voice is heard and valued. Upholding Integrity means conducting ourselves with honesty and transparency, building trust both internally and with our external partners. And demonstrating Caring ensures we support one another, prioritize well-being, and contribute positively to our community. By consciously integrating these values into every action, we don't just achieve our objectives; we build a stronger, more ethical, and more supportive workplace for everyone.

The first goal for every UDOT Employee says,

UDOT is a great place to work. Everyone contributes by consistently demonstrating and enhancing communication, teamwork, learning, and accountability skills to achieve this goal.

How do we behave -

- treating one another with respect, integrity, and care,
- maintaining transparent and timely communication,
- engaging in proactive collaboration,
- pursuing continuous improvement and professional development,
- taking full ownership of responsibilities to contribute positively to the team and organization objectives.

While this is a start, this is not enough to give your team direction on what behaviors are and are not acceptable. Every team in UDOT is very different and must tailor this goal to your type of work and team culture.

When setting goals for a team to embody integrity, respect, and caring, a manager should consider questions that delve into observable behaviors, measurable impacts, and opportunities for development and recognition. Consider your answers to these questions as you write goals.

What does "acting with integrity" specifically mean in our team's context? (e.g., admitting mistakes, keeping commitments, being transparent about challenges, handling confidential information appropriately).

What specific actions demonstrate a lack of integrity that we want to avoid?

What specific behaviors exemplify treating others with respect (e.g., active listening, valuing diverse opinions, courteous communication, professional disagreement, adhering to meeting etiquette)?

What does "truly caring about each other" mean in terms of daily actions (e.g., offering help, celebrating successes, checking in during challenging times, providing constructive and empathetic feedback, supporting work-life balance)?

How will we gather feedback on these behaviors (e.g., surveys, peer recognition, specific agenda items in team meetings)?
