



## Staff Commitments Charter

### Purpose

This Charter outlines the key commitments and expectations for all staff members. It is designed to promote a positive, inclusive, respectful, and high-performing work environment that aligns with the organization's mission, values, and goals.

### 1. Our Core Values

As members of this organization, we commit to upholding the following core values in all our actions:

- **Integrity:** We act with honesty, accountability, and fairness.
- **Respect:** We treat colleagues, clients, and stakeholders with dignity and empathy.
- **Excellence:** We strive for the highest standards in our work.
- **Teamwork:** We support one another, collaborate effectively, and celebrate shared success.
- **Innovation:** We embrace change and seek continuous improvement.

### 2. Commitments to the Organization

We commit to:

- Upholding the mission and objectives of the organization.
- Acting in the best interests of the organization at all times.
- Maintaining confidentiality and safeguarding sensitive information.
- Complying with all applicable policies, procedures, and regulations.

### **3. Commitments to Colleagues**

We commit to:

- Promoting a respectful, inclusive, and diverse workplace.
- Communicating openly, clearly, and constructively.
- Supporting a culture of collaboration and mutual respect.
- Addressing conflicts professionally and proactively.

### **4. Commitments to Professionalism**

We commit to:

- Being punctual, prepared, and reliable in our duties.
- Taking ownership of our work and outcomes.
- Seeking opportunities for learning and development.
- Providing and receiving feedback in a constructive manner.

### **5. Commitments to Clients/Stakeholders**

We commit to:

- Delivering high-quality services and support.
- Listening actively to client needs and feedback.
- Acting as ambassadors of the organization's reputation and values.
- Ensuring equity and fairness in all dealings.

### **6. Monitoring and Review**

This Charter is reviewed annually or as needed to ensure it remains relevant and effective. All staff are encouraged to contribute feedback and suggestions for improvement.

### **Acknowledgement**

I acknowledge that I have read, understood, and commit to upholding the principles outlined in this Staff Commitments Charter.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_