MUTUAL TRUST & RESPECT

Dos (✓) / Don'ts (✗)

Openness

- ✓ Accessibility to employees (open door)
- ✓ Being transparent in policy implementation
- ✓ Encourage constructive criticism
- ✗ Excessive supervision

Truthfulness

- ✓ Speak the truth
- ✓ Encourage culture of truthfulness
- ✗ Show intolerance for bitter truth

Reciprocity

- ✓ Extending help to others in need
- ✓ Exchanging greetings
- ✓ Trust each other

Tolerance

- ✓ Accept people as they are, valuing diversity and variety of individuals
- ✓ Be accommodative
- ✓ Tolerating genuine mistakes
- ✗ Criticize people from another state, religion or gender
- ✗ Showing intolerance for difference in opinion

Positive Attitude

- ✓ Rewarding and appreciating a good job
- ✓ Exhibiting a problem solving approach
- ✗ Speaking ill of others in public
- ✗ Criticize people in public