Dignity Audit, a Checklist for Healthy Workplaces

D I G N I T Y®

The aim of this document is to create and nurture healthy workplaces, thriving collaborations and innovative solutions to boost our individual and collective creativity, productivity and outputs. Let's co-prosper together.

dignity® Approach	Reflection Questions for Leadership	Desired state of being
Due diligence	• Are we aware of our workplace attitudes, culture and exchanges - are people working as cohesively as they can or is there friction? • Do we conduct performance appraisals based on team metrics? • How often are these reviews conducted and is it sufficient? • Is the system open to receiving organic feedback from fellow colleagues? • Is there a way to track regular inputs on my team's dynamic and outlook?	✓ I am open to exploring new ways to create a healthy workplace ✓ I believe we work better when we are engaged in what we do ✓ I help others see meaning in what they do ✓ Our deliverables add value to the organisation's development and growth
Intelligence	• What sources make up the collective intelligence of my team? • What are some plausible gaps to help us scale up, get to the next level? • What is the collective pool of contribution from my team? • Who is willing to learn? • Where can I support those struggling? • Are we utilising the core strengths of our talents? • Are we missing someone out? is someone being left behind?	✓ I know what I know ✓ I know who/what/where to learn more ✓ We share relevant information in a timely manner ✓ I respect privacy and create an appropriate culture to inspire my team as well ✓ I receive information that is evidence-based, factual and substantive ✓ We take action when recommended

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	• Does my team open up to me / HR? • How are we cultivating trust?	
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Gratitude	• When was the last time I thanked my team / talents for their contribution? • Have I been grateful of solutions offered to me by my team? • Where have I taken new opportunities or time for self-reflection, for granted?	✓ I am calm and clear headed most times ✓ I accept the complexity of workflows and people management ✓ I am more patient with my team ✓ We work out solutions together / I guide my team towards solutions ✓ I respond instead of reacting ✓ I seek to understand instead of instructing ✓ There are more than one way of getting a task done ✓ I appreciate intergenerational working styles within my team
Nurture	• Am I encouraging the conducive kind of behaviours, attitudes and information sharing that will help everyone get along better and deliver quicker, better or more harmonious exchanges? • Do we create safe spaces for everyone to share their views, to be heard first? • How am I actively listening to what is going around me? • Is being right more important than upholding peace?	✓ I manage issues of 'injustice' by listening to all ✓ I hear different points of view to find common ground ✓ We come to resolutions together, in agreement ✓ We work in a safe space where different ideas and perspectives can be expressed ✓ I understand and help others get over to the other side ✓ I listen to what is really being said
Illumination	• How can I recognise and contribute to healthy workplace culture? • What will make me see better? widen my outlook on my team and increase my chances of understanding underlying concerns (if any)? • Are we overworked to be looking at this issue?	✓ I am open to feedback ✓ I appreciate honesty shared in a calm and professional manner ✓ My team and I have healthy boundaries around work ✓ We manage our time and resources well

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	• What is my own bandwidth in managing this situation?	
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Tangible	• How can we create a safe space? • When are we able to listen to one another best? • What are some quick steps my team members and I can take now? • What are some goals that will help us create the right culture? • Where do we want to be in terms of our team cohesion by next quarter/year? • How do I get buy-in?	✓ I identify the need to map our change journey ✓ I accept all small wins along the way ✓ I appreciate the steps we can take towards our goals ✓ We have clear goals defined at the individual and team level ✓ We know when to check in on our progress ✓ We have a clear timeline and targets to meet
Yield	• What can I expect from adopting dignity? • Has the team shown a difference with their attitude or mindset? • Am I making good on my own goals as a leader? • How have other stakeholders viewed our progress as a team? • Are customers more satisfied? • Have misunderstandings been reduced?	✓ I achieve incremental success together with my team ✓ We are progressing in how we speak, act and show up for each other ✓ I am feeling more balanced than before ✓ We are deciphering appropriate next steps and saving resources ✓ I am/We are satisfied