

GUIDELINES FOR SOCIALLY SAFE BEHAVIOUR

# QuTech EtiQuette

QuTech promotes a culture where we can all be ourselves, without conscious or unconscious exclusion. Furthermore, we stimulate a working environment in which formal and informal power relations – e.g. those due to hierarchy, status or dependencies – are used to coach, help and protect each other.



OUR WAY OF WORKING:

## 1 Social safety that's us!

- We communicate openly about social safety
- We support each other in situations of transgressive behaviour
- Management will always act upon reports of transgressive behaviour

## 2 We respect differences and treat each other with consideration

- We treat each other fairly and with kindness
- We respect each other's boundaries
- We stay curious and actively include everyone in discussions
- We acknowledge that we think and act from our own perspectives and potential biases

## 3 We communicate respectfully and transparently

- We give people credit for their input and ideas
- We don't yell, shout, insult, intimidate or gossip
- We greet each other
- We are clear about expectations and check assumptions

## 4 We welcome and learn from feedback

- We ask, receive and give feedback on a regular basis
- We regard mistakes as learning opportunities
- We celebrate successes together