**Statement on a Healthy Work Environment for the University of Virginia School of Nursing**

The School of Nursing pledges to foster well-being and a collegial spirit through a healthy work environment. Key to success in creating a healthy work environment is a community-owned and practical description.

Creating and sustaining a healthy work environment will require the ongoing attention and effort of each member of the School of Nursing community and of the School at an organizational level. Cultivating this environment will help the School thrive as it meets its mission of educating future leaders, extending the boundaries of nursing and health care knowledge through research, and providing high quality and compassionate health care in service to the citizens of the Commonwealth of Virginia, the nation, and the world.

The following are expected behaviors intended to promote a healthy work environment at the University of Virginia School of Nursing:

**Respect & Appreciation**

The School of Nursing welcomes and embraces differences in ethnicity, race, culture, gender, sexual orientation, age, religion, occupation, socioeconomic status and perspective. Mutual respect and appreciation characterize all relationships within the community, regardless of role or any other descriptors.

* We demonstrate appreciation, respect, and civility to all individuals at all levels.

We recognize when our co-workers put forth extra effort and when they complete a job well done.

* We value the importance and contributions of everyone associated with the School of Nursing community and we acknowledge everyone’s achievements.
* We are accountable and reliable, and we strive to earn the trust of colleagues by providing the best service possible.

**Communication & Interpersonal Relationships**

We are committed to open, honest, positive, and constructive communication throughout the School.

* We conduct ourselves professionally and trust our colleagues to do the same.
* We disseminate pertinent information in a timely manner.
* We are active listeners and respond thoughtfully to questions when in conversation with others.
* We give a courteous reply when we are asked a question.
* We are open and receptive to all ideas expressed when receiving constructive feedback.
* We are friendly, make an effort to greet people, and do so cordially.
* We are mindful that anything transmitted via email could become public knowledge.
* We communicate openly, truthfully, and directly with others, allowing for honest dialogue and feedback.
* We are respectful of our colleagues and their rights to privacy maintaining trust and confidentiality
* We are willing to identify, address, and resolve grievances.
* When there is conflict in the workplace, we remain calm and professional and we make an effort to consciously address the issue in a constructive manner with openness, honesty, and directness.
* We expect engagement in civil discourse that enables the exchange of ideas, furthering the crucial mission of the School. When we disagree, we remain respectful of differences in opinion and viewpoint.

**Workload & Physical Environment**

In a healthy work environment, work responsibilities are engaging, manageable within the workday, transparent, and well-supported with resources. Our physical environment is supportive of a healthy workplace.

* Employees are cross-trained (when appropriate) and support each other, providing flexibility in the workplace.
* We identify and address workload assignments periodically and are transparent about the process.
* We each know the expectation of our roles; We strive to match employees’ strengths/ expertise/passion with their responsibilities.
* We acknowledge that everyone’s time is valuable and are mindful of our colleagues’ workloads, timelines, and responsibilities. We offer our assistance to one another when someone is in need.
* We are honest with ourselves and with others about deadlines, and we distinguish clearly between aspirations and formal deadlines.
* Supervisors encourage employees to develop skills that enhance performance.
* We engage in thoughtful mentorship among staff and faculty for professional development and personal growth.
* We are considerate and understanding of each other’s personal and professional lives; we limit interruptions to our co-workers.
* We actively promote a work/life balance by working five days per week and being generally respectful of employee’s personal time at the School.

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