

FOSTERING POSITIVE WORKING RELATIONSHIPS

Staff Ombuds Office

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Principles of Community

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

UC Berkeley's "Principles of Community" statement was developed collaboratively by students, faculty, staff, and alumni, and issued by the Chancellor. Its intent is to serve as an affirmation of the intrinsic and unique value of each member of the UC Berkeley community and as a guide for our personal and collective behavior, both on campus and as we serve society.

<http://diversity.berkeley.edu/principles-community>

Notions of Civility

Respect for Others	Community Service	Care	Tact
Consideration	Equality	Courtesy	Sincerity
Golden Rule	Morality	Respect Others' Feelings	Honesty
Niceness	Awareness	Politeness	Trustworthiness
Respect for Others' Opinions	Friendship	Maturity	Manners/Etiquette
Kindness	Moderations	Peace	Listening
Being Accommodating	Compassion	Fairness	Being Agreeable
Decency	Going Out of One's Way	Self-Control	Friendliness
Concern	Lending a Hand	Justice	Propriety
Tolerance	Abiding by Rules	Selflessness	Good Citizenship ⁵

A List of Suggestions for Creating an Inclusive Mindset

- Reevaluate your dislikes. Are they all warranted? Are you at ease with all of them? Are you fettered by habit and inertia? Is change long overdue?
- Try speaking and listening to somebody you never liked.
- Make the effort of spending a few minutes with somebody you always found uninteresting.
- When you have several listeners, do not turn to just one or two of them while treating others as though they weren't there.
- At a social gathering, choose conversation topics that can be enjoyed by all present. Make sure that no one feels excluded. If you happen to know an interest of someone who seems shy or intimidated, steer the conversation in that direction.
- Summarize the contents of a conversation for a newcomer.
- If you are responsible for teamwork, elicit input from all team members.
- If you are making plans with a coworker for an impromptu [cafeteria] lunch, include any other coworker who is present at that moment.
- If you know more than one language, speak the one known by all or most of those present. Don't use your linguistic knowledge to communicate with some while shutting out others.
- Make a new neighbor feel welcome by just stopping by to say, "Welcome."
- Welcome a new colleague who has just moved to your town. Set aside time to help him or her understand and adjust to the new work environment. Give him or her tips about life in town.
- Develop and show an interest in cultures other than your own. This does not require that you endorse enthusiastically every aspect of every one of them. It is civil of you to consider different mores and values with an open mind. Nobody, however, should expect or demand that you adopt these mores and values as your own.

~ P.M. Forni, *Choosing Civility* (2002)

Filters



VIEW OF THE OTHER: GRAY LENS	VIEW OF THE SELF: PINK LENS
Overly emotional	Passionate
Closed-minded, argumentative	Committed
Know-it-all, arrogant	Knowledgeable, confident
Stalling	Thorough, thoughtful
Aggressive, demanding, pushy, controlling	Strong, decisive, bold, action-oriented
Manipulative	Strategic
Flattering, insincere, not trust worthy	Friendly, supportive, eager to please
Gossipy, interfering	Sociable, team-building
Passive, cowardly	Cautious, realistic
Anti-social, cold, loner	Reserved, shy, polite

Action Ideas for Creating a Respectful and Inclusive Workplace

Name 3 new ways you can acknowledge others or create a more respectful and inclusive workplace environment...

1.

2.

3.