Building trust checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Never | Almost Never | Sometimes | Almost Always | Always |
| I treat every individual with respect, in all departments. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I treat all employees fairly and equally. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I avoid gossip and rumors. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I work directly with employees to address problems, and avoid talking around or about them. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I talk kindly about coworkers (honor those not present). | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am honest and patient with coworkers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I give company-related issues top priority. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I cover my own work schedule. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am reliable; I follow through on tasks and projects that I undertake. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am responsive. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I assist coworkers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am appropriate with all sensitive information. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |