



# 5 Ways to Build a Strong Workplace Culture Foundation

## Tips for encouraging a positive workplace culture

Did you know that only 43% of employees feel comfortable speaking up at work?\* With changing social and workforce norms, some level of conflict can occur in every workplace. However, leaders can prevent these conflicts from escalating into trending workplace culture issues. Use these five tips to help you build and sustain a strong workplace culture.

### 1 Understand Everyone's Perceptions

Use situational conduct to modify conversations for different employees. Conduct may work for one person, but not for another. It is essential to be able to view a situation through your employee's perspective and understand what is impacting their perceptions.

### 2 Identify When Someone is Experiencing Unwelcome Conduct

Be conscious of non-verbal communication from the people around you. Look for uncomfortable facial expressions, body language, and tone of voice. In a remote setting, pay attention to verbal feedback in a video call, or if they're not participating as much as they used to in company-wide meetings or conversations in open chat rooms. When an employee experiences unwelcome conduct, they tend to remove themselves from the rest of the team, or workforce.



### 3 Manage Workplace Events Appropriately

Remember to maintain the notion that leaders are still leaders even outside of the regular workday. Establish expectations for any company event, such as a solid start and end date, let your employees know that while this is a celebration, for example, they're still on company time. Be mindful of who your employees are and what makes them comfortable. For example, hosting a happy hour (virtual or physical) is a great way to bring employees together, but not everybody consumes alcohol. Find a way to make everyone feel inclusive at your company event.

### 4 Make Sure Employees are Comfortable Speaking Up

Build mutual trust with your employees and let them know their complaint is confidential. Often, employees feel uncomfortable speaking out when experiencing unwelcome conduct. Employees should learn how to raise a concern with management or use anonymous chat tools, so they know their privacy and conflict are taken seriously.

### 5 Educate Employees on the Workplace Color Spectrum™

Emtrain's Workplace Color Spectrum™ allows coworkers to communicate and identify actions and comments that undermine the workplace culture quickly. Categorizing behavior into one of the four colors on the spectrum gives employees and managers a universal language.



Emtrain's Workplace Color Spectrum™

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*\*Emtrain Workplace Culture Report 2020*