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**Workplace Transformation Program**

Community norms announcement

**VERSION 1**

**Date:** february 2023

Community norms announcement – Workplace Transformation Program

***To be removed before sending***

**Objective:** initiate the collective process of setting an agreed upon Community Norms (Etiquette) for the new GCworkplace environment

**Target audience for this document:** All impacted employees

**Who sends and signs this:**  Executive sponsor

**Expected outcome**: employees are introduced to the new Community Norms

The **French version** of this document is available here : [FR version](https://wiki.gccollab.ca/images/7/7f/WTP_-_Community_Norms_Announcement_FR.docx)

**TO:** All impacted employees

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** **[Project name]** Announcement of community norms

**PLATFORM: [MS Outlook]**

We are happy to share with you the Community Norms that will support us in the new ways of working in our new workplace. These Community Norms will serve as a guideline to help everyone understand the intended behaviours expected in an Activity-based working environment (ABW):

* Based on best practices and lessons learned from other workplace modernization projects;
* Encourage healthy dialogue with others, which promotes shared understanding to find the best possible solution;
* Easy to adopt: based on situational context and personal accountability, and are focused on desired behaviours;
* Flexible and can adapt to new situations.

Please see attached the Community Norms that will guide us in creating a healthy and productive work environment and maintaining harmonious relationships with each other. They are based on these 4 guiding principles:

* **Awareness:** Be aware of others and yourself
* **Respect:** Respect for people and the environment
* **Courtesy:** Behave mindfully and politely
* **Communication:** Contribute to a work environment characterized by healthy communication

Additional Workplace Etiquette specific to zones and workpoints will be included on signage in our new workplace. More on this will be shared as the project progresses. In the meantime, we invite you to familiarize yourself with our new Community Norms and discuss them as a team.

Should you have any questions related to Community Norms, please contact [EMAIL].

[EXECUTIVE SPONSOR SIGNATURE]

[INCLUDE POSTER OF COMMUNITY NORMS FOUND IN THE GUIDE TO COMMUNITY NORMS]

[OPTIONAL: INSERT ANY ADDITIONAL INFORMATION YOU RECEIVED BASED ON CONSULTATIONS WITH INTERNAL DIVERSITY AND INCLUSION GROUPS]