

# Activity sheet four: Expect

# Activity 2 - Our policy and procedure culture review

Use these activities to analyse how effectively set standards and expectations for staff around their behaviour and conduct, and to plan what you need to do to make improvements.

As a leadership team, identify which of your workplace policies and procedures include the behaviour and conduct you expect from your staff. These could include amongst others:

* dignity and respect at work,
* person-centred care,
* attendance,
* conduct and capability,
* safeguarding,
* equality, diversity, and human rights,
* information sharing,
* working hours and leave entitlement.

Discuss each policy by asking yourselves:

* Does each policy and procedure reflect and align with your culture, vision and values and explain why it is important to follow?
* Does it set clear expectations of what behaviour you want to see from staff?

Identify any policies or procedures which you can improve to ensure they set clearer expectations in line with your culture, values and behaviours.