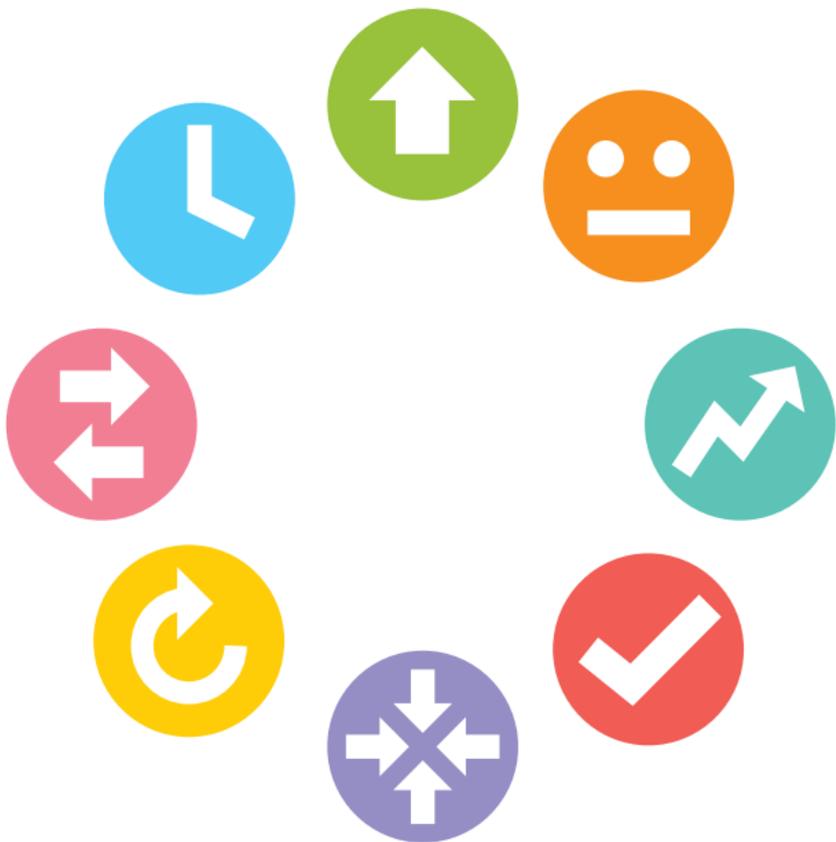


RESPECTFUL

The ifa shows a high degree of esteem and respect for everyone.



Our beliefs at the Institute for Occupational Medicine

How do we deal with each other?

What is important to one another?



Respect is ...

Respect is a form of esteem, attention and honour towards another living being or institution.

People long to find meaning, orientation and appreciation. Each of us has a unique, unmistakable combination of strengths and weaknesses, of talents and individual characteristics, resulting in the individual qualities of the other person. Awareness of this combination in our collaboration strengthens respect and esteem for one another.



From the ifa mission statement:

We offer space for meaningful work with a high degree of freedom of action.

As experts, our employees should have an influence on work processes and work procedures. To maintain this culture, it is important to treat each other with respect and support.

ifa.



It is the attitude that counts ...

A comprehensive service requires specialists from different disciplines and different perspectives. To see this as an enrichment for the common goal ensures respect.





Tip no. 1

Respect starts with yourself!

Reflection as starting point - Where do I stand, what do I want & what do I contribute?

Actively reflect and clarify your position in the team and among superiors and take your room for manoeuvre and your limits into account.

Get support when you need it and provide assistance where it lies in your area of responsibility and knowledge.



Tip no. 2

Listening means asking questions

Questions enable an intensive exchange and create space for respect

"What exactly do you mean by stress/commitment/order...?", "What exactly do you imagine?" - Questions are a good way to get into a real exchange and understand where the other person stands. Contribute actively to mutual understanding.



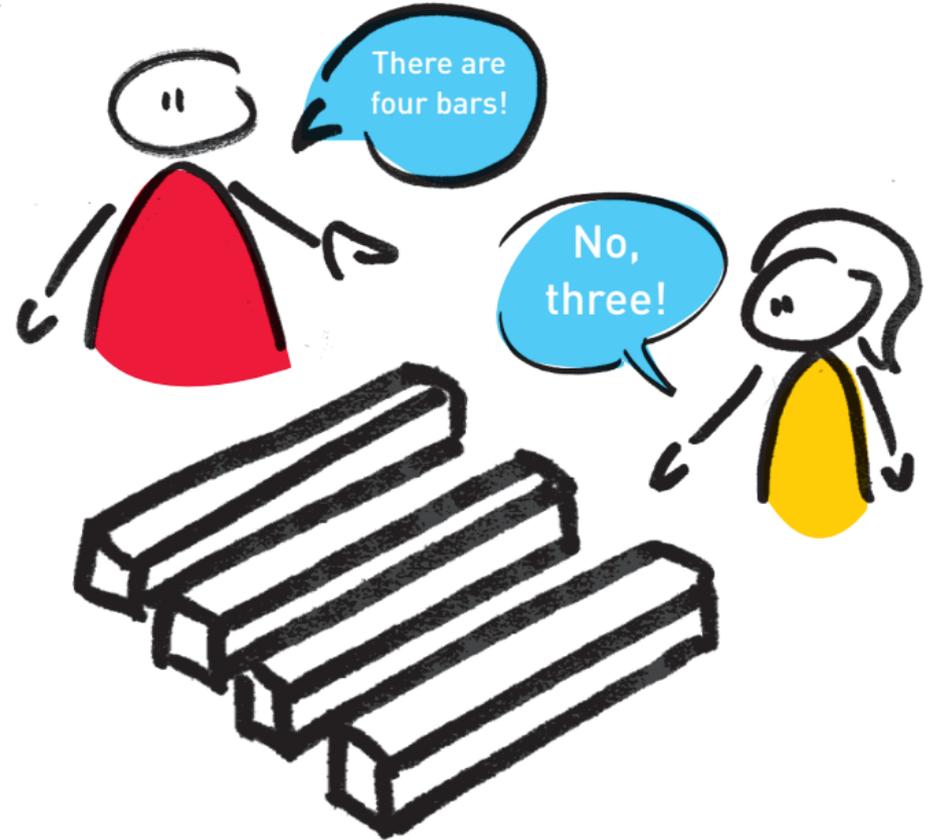
Tip no. 3

Change the perspective

Stop the autopilot and change lanes

"To see clearly, it is often enough to change your line of sight."

Perspectives are only one line of sight and do not correspond to the (objective) truth. Respect means to acknowledge the experiences and views of another person and not to try to adapt or persuade him or her to conform.



Tip no. 4

Communicate clearly and on your own responsibility

Use these 4 steps to respectfully create clarity:

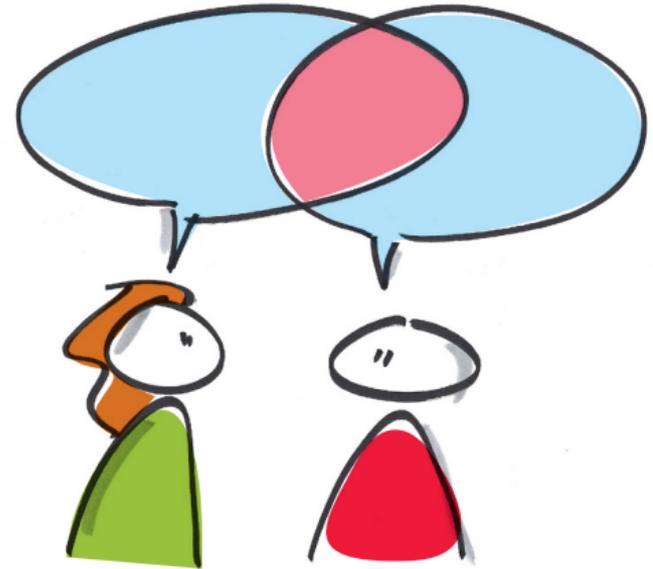
- a.** Describe an observation without mixing it with your evaluation or interpretation.
- b.** Express your feelings associated with the observation.
- c.** Search for the need that lies behind your feeling.
- d.** Formulate your request for a concrete action.
Formulate it in "positive action language".



If **a**, then I feel **b**

because I need **c**.

Therefore, I would like to now ask **d**.



Tip no. 5

Be attentive in daily contact

These words are spoken super fast and have a lasting "respect effect"

Be open and friendly towards your colleagues and superiors and help to create a good working atmosphere. Greetings, thank you and stick to team rules - even if you are in a hurry or something is routine.





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