**Workplace culture checklist**

Using this template describe the culture of your unit. Consider what you see and hear, not what you feel and think.

1. Who seems to be accepted and who doesn’t? What is it about those who are accepted as compared to those that aren’t?
2. What kins of behaviour get rewarded? e.g. getting along, getting things done, other behaviours?
3. How is the culture reflected in the systems adopted by the unit and the symbols it uses to illustrate the culture?
4. What does management pay the most attention to? e.g. budgets, problems, successes, crises, other behaviours?
5. How are decisions made? e.g. by one person, discussion and consensus, are decisions made by all?