



A Few Points About Communication Agreement

Communication is the foundation of employee safety and well-being and success in the workplace.

Healthy communication enhances job satisfaction, strengthens cooperation, increases psychosocial safety and builds the foundation for success.

Poor communication causes stress and discomfort, as well as reducing productivity.

A communication agreement can prove to be a powerful tool when it comes to positively influencing workplace culture.

Colleagues agree on what behavior is desirable and what standards should apply in the workplace. There are different ways to work towards this, depending on the size and nature of the workplace. Is it then possible to make a communication agreement for the workplace, or one that covers individual teams and projects.

Examples of good communication values, which promote a healthy workplace culture:



- respect
- trust
- empathy
- collaboration
- joy
- positivity



Healthy communication includes:



- positive and constructive communication
- respect and friendly behavior in all interactions, as we are all different, with different backgrounds and views on life
- courtesy and tolerance in all communication
- paying attention to and to listening to each other
- that everyone is aware of what they contribute to communication, and what they can contribute
- wanting to prevent undesirable communication and negative behavior in the workplace

Psychosocial safety is as important as physical safety in the workplace. It is very important that the communication agreement is introduced to new employees, reviewed regularly so it continues to develop for the relevant work units and the workplace.

It is important that everyone is aware of what the culture is in the workplace, so that there is consistency between the communication agreement that everyone agrees on, and the standards and attitudes that are prevalent within the workplace. Sometimes it may be necessary to change the culture that prevails in the workplace, maybe even with an outside consultant, so that the communication agreement will produce the desired results.

The responsibility for good communication in the workplace is shared between managers and employees. To create a good workplace culture, everyone needs to contribute, promote good communication and report if colleagues or others are behaving inappropriately. Everyone is responsible for their own behaviour. A safe and healthy workplace environment where employees feel good is the basis of good performance. It is therefore a shared responsibility to work together to ensure that the communication agreement is respected.

For more information about healthy workplace culture go to www.vinnueftirlitid.is

November 2023.