



## **TEAMWORK POLICY**

As part of the Munster Eye Care Associates, P.C. Team and with our shared organizational goal of excellent patient care, I will adhere to the following:

I will accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of this team.

I will talk to my co-worker(s) promptly if I am having a problem with them. The only time I will discuss it with another person is when I need advice or help in deciding how to communicate with them properly, and I will seek this advice from a team leader or the administrator.

I will establish and maintain a relationship of functional trust with every member of this team. My relationships with each of my co-workers will be equally respectful, regardless of job titles, levels of educational preparation or personal relationships.

I will not engage in the “3 B’s” (Bickering, Back-stabbing, and Blaming). I will instead practice the “3 C’s” (Caring, Committing, and Collaborating) in my relationships with my co-workers and ask that they do the same with me.

I will not complain about another team member and ask that they do the same. If someone hears me doing so, they will ask that I talk to that person promptly and privately.

I will accept my co-workers as they are today, forgiving past problems and ask that they do the same with me.

I will be committed to finding solutions to problems, rather than complaining about them or blaming someone.

I will affirm each team members’ contribution to the quality of our work.

I will remember that none of us are perfect, and that human errors are opportunities, not for shame or guilt, but for learning and growth.

Non-compliance to any of the above listed policies will be subject to disciplinary action up to and including termination.