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## **Fjölmenningarsetur** Multicultural Information Centre

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### Multicultural Information Centre's communication agreement

#### Positive attitude and respect

We respect those who come to us and each other by showing consideration, courtesy, kindness, tolerance, and fairness. We conduct our communication in accordance with the values of the office and are thus good role models. We place emphasis on communicating well.

- We always say good morning, say goodbye at the end of the day and thank you.
- We respect the differences of opinion.
- We treat everyone equally.
- We act with integrity and expect people to do well.
- We talk well about each other.
- We engage in open and constructive communication and forgive mistakes.
- We do not take ourselves too seriously.
- We are positive and bring good mood, joy, and playfulness to work.
- We make every effort to take care of ourselves and keep a neat and tidy work environment.

#### Caring and understanding

We notify others about what is going well, sincerely praise for a job well done and display a good attitude while encouraging each other. We are frank and honest with each other, point out what can be improved in a constructive way and are vigilant for the well-being of our co-workers.

- We show kindness and composure and provide each other with support and care when needed.
- We can look to our co-workers.
- We respect each other's knowledge, skills, and work.
- We approach co-workers and projects with positivity, tolerance, and flexibility

## Equality and professionalism

We work hard in our positions to ensure equality in all respects. We are all on the same team; we help each other, we stand together, we support each other, we trust each other, and we maintain a good flow of information.

- We take good care of our own time and the time of others.
- We can look to our co-workers.
- We respect each other's knowledge, skills, and work.
- We approach co-workers and projects with positivity, tolerance, and flexibility.