

The Know Where You Stand with Each Other At All Times Declaration

1. All agree to raise any concerns each has with the other, in a professional, fair, discreet and courteous manner, as soon as possible, directly with the other.

All agree

- To listen to the person raising the concern, and to communicate back to the other what they have heard, before responding with any concerns of their own.
- A cooling off period of 24 – 48 hours if they cannot immediately agree.
- To meet again and attempt a resolution.
- Agree to disagree if the concern is only minor.
- Call in a third party, and to inform the other before so doing, if a concern is not resolved to their mutual satisfaction.

2. All understand that conversations with third parties, particularly with a supervisor, manager or key support person, can take place at any time without the other person's permission – provided the conversation remains professional and discreet. It is only when you want to involve them in resolving issues between you that you need to inform the other first.

3. When speaking with a supervisor or manager or another third party all accept responsibility for bringing that person's attention to this agreement should they choose to want to intervene when you simply want them to just listen and advise.

Signed: _____ Signed: _____