

WORKPLACE CULTURE CHECKLIST

Adapted from Richard Seel (1998)

www.new-paradigm.co.uk

BOUNDARIES

Who are members of the workplace?

- Agency staff
- Permanent staff only
- Temporary staff
- retired staff
- Customers
- Family members of staff

CHANGE/LONGEVITY OF EMPLOYEES

- Perceived as continuous
- Sense of stability

COMMUNICATION

- Attitude towards communication

- Frequency of communication

- How are strangers greeted



COMMUNICATION (cont.)

- Style of communication

- Preferred & most common modes of communication
(written or verbal, e-mail or memo, telephone or face-to-face)

- Acceptable ways of offering opinions
(impassioned arguing, rationale debate, shouting acceptable)

GROUP AND NETWORKS

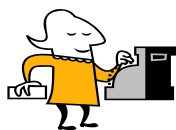
- Formal or informal

- Rumor or gossip rate

- Sanctioned or illegitimate

- Strength of the grapevine

- Share or individual work tasks



DEVIANCY

- Is non-normative or non-traditional behavior admired or deprecated?

- Are jokes and pranks acceptable and celebrated?

DRESS CODE

- Formal or informal
- How rigidly enforced
 - Are there dress-down days?
 - How do people dress for off-site meetings?

- How many classes of dress are there?

(uniforms, casual, two piece suits)

- How rigidly enforced

FOOD

- Canteens &/or cafeteria
- Use of food in meetings
- Working lunches
- Out of office activities



HISTORY

- Attitudes about the organization's history
- Attitudes towards certain "heroes" or "villains"
- Are stories shared (in public places or in private places)

HOME & WORK

- Attitudes towards child care
- Role of spouse/family time
- Are get-togethers held with family

MEETINGS

- How are new members acclimated
- How often
- Setting
- Shape of table
- Who attends
- Who sits where
- Who speaks



REWARDS & RECOGNITIONS

Basis of reward

Individual-based

Team-based

Organization-based

Indicators of status (salary, plaques, work space, uniforms, etc.)

Bonus system

Public rewards or recognitions

SPACE (USE OF)

Allocation of work space

Décor an indicator of social structure?

Location an indicator of social structure?

Size an indicator of social structure?

Labeling: How easy is it for strangers to find specific people?

Analogue of ease of entry to organization



SPACE (USE OF) CONT.

- Mapping of function or process to space

- Open plan vs. individual. offices

- Public vs. private space

Use of toilets (one or multiple stalls)

Work space

- State of building (clean, in need of decoration, etc.)

- Degree of accessibility

TIME

- Attitudes to time (busy or relaxed)
- Attitudes to past & future (emphasis on planning)
- Punctuality (virtue or vice)



WORDS

- Jargon
- Modes of address

Different to customers/clients

First name to all or some

Mr./Mrs. upward, first name downward

Terms of address; terms of reference

Treatment of women, disability

- Joking
- Swear Words
