

# Team Contract



## Highwood's promise to staff and contractors is to:

- Treat you with respect, fairness, and honesty.
- Give you a voice. We will encourage you to question the way we do things, and we will empower you to speak your mind.
- Understand your goals, insomuch as you are willing to share, and work to help you achieve them.
- Support your growth, promote you, and provide opportunities to expand your network and foster your professional identity.
- Appreciate, recognize, and reward your contributions and wins.
- Make time to have fun and celebrate success.
- Foster an environment that encourages you to share your concerns, no matter how small they might seem.

## Your promise to Highwood is to:

- Treat others with respect, value their contributions, and lift them up, even when they fail. You never know how others might be struggling.
- Be patient with yourself. We work on unsolved challenges. We expect mistakes and see them as learning opportunities.
- Strive to continually learn and grow professionally and personally, regardless of where you started and where you might end up.
- Embrace innovation and change – there is no destination.
- Do your best – only you know what that means. Set boundaries and respect them. Take a break when you need it.