



## DIGNITY AT WORK – VALUES & EXPECTED BEHAVIOURS

### (WHAT WE EXPECT FROM OURSELVES AND EACH OTHER)

As Partners, we all have a shared commitment to make Aardman a great place to work. Pete and Dave set this out in their Legacy Statements:

***“Work should be enjoyable and fun, and we should provide the best possible environment in which to be happy. We want people to look forward to their working day. Nobody should ever be belittled, bullied, harassed, made to feel different or unwelcome... We are open, honest, mutually respectful, kind, rigorous and courteous.”***

We have a set of behaviours that were created by Partners which align with our five company values and help explain what is expected of you.

#### INTEGRITY

- We are committed to producing work that we are proud of, that is true to our creative values.
- We hold ourselves and each other to account in our work but also in our conduct and our communications with each other.
- We use our judgement to do the right thing in our work, but also how we work. We respect each other and call-out any unacceptable behaviour such as actions, words or physical gestures that causes another person distress or unfairly undermines their performance.
- We understand it's not appropriate to have sensitive and difficult conversations in open plan areas, and we actively discourage judgemental conversations about colleagues.
- We are able to address disagreements openly and constructively, considering each other's perspective and working together to find a resolution.
- We respect our Partners personal lives.

#### EXCELLENCE

- We pursue excellence in everything we do. Our work, our people and our relationships.
- We have a strong sense of pride and care about everything we do, whatever our role.
- Partners should feel comfortable to respectfully share their ideas and suggestions in the pursuit of excellence.
- We believe good ideas can come from anywhere, and encourage all Partners to share their ideas – not just those with 'creative' in their job titles.
- We give credit where credit is due.
- We all make mistakes. We always strive to learn from them and actively support each other to find solutions to problems. Finger-pointing and blaming are not useful.

#### HUMOUR

- We celebrate great humour in our work and have a playful culture at Aardman.
- We are a friendly bunch and we like to enjoy ourselves but we are always professional and respectful.
- We are very careful about treading the fine-line between friendly banter and anything that could be considered demeaning by others, or discussing inappropriate topics in the workplace which could offend or alienate co-workers.



## **INDEPENDENCE**

- Aardman has always been independent and thanks to Employee Ownership we are now in charge of our own destiny.
- We are passionate and proud to work for Aardman and are responsible for the creative and cultural legacy of the company.
- We value innovation encouraging Partners to think independently and find new ways of doing things.
- We don't micro-manage, we encourage Partners to have ownership and take responsibility for their own work.

## **COLLABORATIVE AND OPEN**

- We want to create a fun, supportive, encouraging, collaborative, open, honest, and empowering working environment where all Partners can thrive.
- Our business relies on collaboration, working together to achieve our business objectives.
- The success of our company and its culture is everyone's responsibility.
- There must always be mutual respect between Partners, regardless of roles. All the individual parts enable creativity to flourish in Aardman.
- We always try to be considerate of all the other Partners working in our shared space.
- All partners should feel valued and comfortable to share their ideas and opinions.
- Everyone should be able to give and receive honest and respectful feedback.
- We are open and inclusive. We encourage Partners to ask for and offer help.
- We do not tolerate bullying, harassment or undermining and divisive behaviour.

***Please visit your myaardman homepage to access your Dignity at Work Toolkit. This toolkit provides information, support, options and resources on all Dignity at Work matters.***