



## **Brighter Bites Organizational Norms 2023**

### **Brighter Bites values professionalism and responsiveness in all communication.**

We will commit to responding to emails within one business day and Slack messages by the end of the same workday unless a more urgent reply is requested. If more time is needed, respond by asking for an extension. Also, include your Brighter Bites signature and your contact and position/city information on your email and Slack profile.

### **Brighter Bites respects employees' time and values productivity.**

Always keep your calendar up-to-date. We will strive to establish no meeting days to allow our staff time to focus on projects.

### **Brighter Bites values engagement, open-mindedness, creativity and active participation in meetings.**

We are punctual and actively engaged, keep our video on (unless driving/at site/etc.), and limit multitasking in in-person and virtual meetings. This provides the presenter with respect and engagement when presenting.

### **Brighter Bites values teamwork in working towards our mission.**

We honor and consider each other's unique contributions and needs, including personality and work style. While we all come from different backgrounds, we recognize that we are all trying to achieve the same goal. We want everyone to feel safe to share openly and question respectfully, without fear of reprisal.