Hello,

Please take this opportunity to improve civility in the workplace at **[hospital site/ward/department]** by participating in this 10 minute survey, as part of the Civility Matters Project.

**Civility refers to the intentional, conscious awareness of the impact that our thoughts, behavior and words have on the quality and consequence of our social and professional interactions.  Civility speaks to the fact that one’s claim to well-being and joy is as important and valid as that of someone else.**

*Your engagement in this survey and the feedback that you provide are important for the Civility Matters Project's goal of improving the hospital culture at* **[hospital site/ward/department]***.* To this end, your participation in this survey is encouraged and is completely voluntary. A summary of the results will be shared with your department.

**The survey will be open  to and can be completed at the following link:**

https://www

Posters will also be posted around the department and the survey can also be completed by scanning the QR Code with your smartphone camera.

Thank you for your participation in the survey.

If you have any questions or issues with the survey, please contact me or Alicia Ponich.

Thank you!  **Your feedback is vital to make [hospital site/ward/department] even better!**

Sincerely,

Your Civility Change Team