**TEMPLATE Civility Matters Project Pre-Session Survey Questions**

(Note: this document is to help you more easily populate the online survey platform of your choice with the necessary)

**Instructions & Disclaimer**

As part of the effort to address civility in the workplace, please complete this 10 minute assessment.

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 project's goal of shifting the culture in healthcare. To this end, your participation in this survey is encouraged and is completely voluntary.

Your responses are kept anonymous. In the free text fields to the survey, please feel free to expand on any of your responses, but refrain from naming people or providing details which would identify a particular individual. A summary of the results will be shared with your department.

If you have any questions or issues with the survey, please contact your Manager.

**PRIVACY DISCLAIMER**

The health authority will not collect, use, or disclose personal information through this survey. Please do not provide any of your personal information or any third-party information (i.e. information about others) in your survey responses.

**1. For each of the statements below, how often do you feel this way about your job?**

Never | Rarely | Sometimes | Often | Always

I am treated with dignity and respect where I work.

I feel safe to raise an issue and express my feelings to the appropriate parties.

I feel safe psychologically at work.

I feel I know how to de-escalate and resolve conflict in a respectful way at work.

(Optional) Please feel free to expand on any one or all of your responses.

\*Avoid using names or identifying information.

**2. In the past 6 months, how often have you experienced the following behaviours exhibited by a hospital staff member (co-worker, physician or leadership)?**

Daily | Weekly | Monthly | Rarely | Never

**General rudeness** (e.g., side conversations, interrupting, not listening/being ignored)

**Gossiping**

**Dismissive gestures** (e.g., eye rolling, sighs, muttering...), including forms of microaggression (whether intentional or unintentional)

**Belittling or berating comments** (e.g., public criticism)

**Use of foul or unprofessional language**

**Taking credit for someone else’s ideas or work**

(Optional) Please feel free to expand on any one or all of your responses.

\*Avoid using names or identifying information.

**3. For each of the statements about your team, please indicate your level of agreement.**

**The team I work with..**

Strongly disagree | Disagree | Neither agree or disagree | Agree | Strongly agree

Makes an effort to create a good place to work.

Welcomes and takes into consideration all views expressed.

Works together to problem solve.

Communicates in an effective way.

Has a set of shared objectives.

Supports each other’s learning.

Celebrates each other’s contributions.

(Optional) Please feel free to expand on any one or all of your responses.

\*Avoid using names or identifying information.

**4. “Psychological safety is when we feel included, safe to learn, safe to contribute, and safe to challenge the status quo - all without fear of being embarrassed, marginalized, or punished in some way" (Clark, 2020). Another definition of psychological safety is “the absence of harm and/or threat of harm to mental well-being that a worker might experience" (Guarding Minds@Work).**

Using these definitions, what is your perception of the level of psychological safety within your team?

High level | Moderate level | Low level | Non-existent level

**5. Please leave any additional comments or suggestions below as to how you would like to see the project roll out.**

Thank you for your participation in this survey.