



# THE SFAO VALUES

## HOW DO I PUT THEM INTO PRACTICE?

**LEADERSHIP:** I lead with transparency and in a spirit of trust.

- Each and everyone takes responsibility and exploits the scope for manoeuvre.
- I put the SFAO's interests before my own.
- I give clear instructions and take care of the essentials.
- I provide information immediately, openly and directly, and listen carefully.
- I treat everyone equally and fairly in a motivating environment.
- I give approval and criticism openly, promptly and honestly.
- I resolve conflicts in dialogue with everyone involved.
- I promote strengths and accept weaknesses.

**COLLABORATION:** I behave towards others as I would like to be treated myself.

- I behave loyally and respectfully towards everyone.
- I help others and allow others to help me.
- I understand before I judge.
- I see constructive criticism as an approach to improvement.
- I listen actively, question my opinions and am open to others.
- I speak High German or French in linguistically mixed teams.

**PROFESSIONALISM:** I work in a credible and reliable manner, and create value.

- I act in a spirit of partnership and create value.
- I act independently, neutrally and objectively.
- My appearance conveys a competent, well-prepared and well-kept image.
- I speak clearly and convincingly.
- I continue to develop my skills.

**INNOVATION:** I step out of my comfort zone to find better solutions and try new things.

- I think ahead, break new ground and actively shape change.
- I see myself as part of a continuous improvement process.
- I create space for new ideas.