



State of Delaware Office of Management and Budget Human Resource Management

MANAGEMENT PRINCIPLES FOR THE WORKPLACE

Effective Date: 10/1/2016	Supersedes: 12-18-2002
Application: All State Agencies, All State Employees	
Authority: Federal and State Laws	

The State of Delaware (The State) believes a supportive environment must exist for citizens and employees.

This environment fosters mutual respect for all members so that everyone can achieve his/her best. Respect for the individual regardless of their [protected class](#) is paramount.

We celebrate each individual's value and the diversity among us by recognizing that everyone can contribute to agency goals in a unique way.

Open communication flourishes - formally and informally - for both citizens and employees.

Practices such as open door policies, active listening, inclusive information sharing, respect for differing opinions and tolerance are the norm.

Employees are participants - not bystanders - in their work environment. Their active involvement enhances the quality of service to citizens, the productivity of the State and their own professional and personal development.

Staff are included in decision-making within appropriate boundaries and encouraged to identify issues and develop organizational strategies to improve operations in those areas where they are knowledgeable.

Taking initiative and exercising creativity are encouraged; calculated risk-taking, within the limits of one's knowledge and sphere of control, is accepted, as long as the safety and well-being of clients are protected and the sound reputation of the State is ensured.

Employees' personal and professional growth is enhanced by providing them with learning opportunities that meet their assessed needs.

Employees are appreciated for their many contributions. We reward individuals and groups in an appropriate, timely and specific manner.

We strive toward continuous improvement of the workplace by employing these essentials: flexibility, responsibility and accountability, respect, trust, and professional courtesy.

A comprehensive list of [Federal and State EEO/AA regulations and protected classes](#) to maintain compliance with Executive Order 8 can be found at [OMB/HRM EEO and Diversity Resources](#).

This is not intended to create any individual right or cause of action not already existing and recognized under state or federal law.