

The Trust Covenant

MOST EMPLOYEE-EMPLOYER RELATIONSHIPS START WITH DISTRUST.

On day one, the company presents a list of rules, policies and procedures that the employee must follow.

There's a better way.

THE TRUST COVENANT is an agreement between manager and employee that sets mutual expectations for the kind of *trustful* behaviors that will forge a partnership for success. Rather than call out negative activities it emphasizes the *positive* actions that define a stronger team.

Employees and managers should use this document to guide an honest conversation about what a trustful working relationship looks like—and ultimately what success means to everyone.



The Trust Covenant was created by the people at [Suggestion Ox](#). Want a version with your own company brand? Get in touch at hello@suggestionox.com.

As an employee, I pledge...

- I will set my daily schedule to maximize productivity.
- I will arrange my workday and work week to align with the needs of my teams, the company and our customers.
- I will manage my own vacation and time off to avoid burnout.
- When planning time off I will coordinate and communicate with my teams to minimize impact.
- When I have questions or concerns I will speak up immediately and candidly to my manager or to leadership.
- I will learn about how the business operates, including strategy and the company's finances.
- I will be wise in spending the company's money—neither wasteful nor unnecessarily cheap.
- I will keep proprietary company information confidential at all times, during and after my employment.
- I will be candid with my manager about what they can do to improve as a leader.
- If I am considering leaving the company I will tell my manager early and give them the opportunity to attempt to retain me or allow them to replace me gracefully.

EMPLOYEE SIGNATURE

As a manager, I pledge...

- I will judge you on the results you produce and how well you support your teammates, not the hours you work or where you work.
- I will immediately and candidly inform you of any problems with your performance, big or small.
- I will be clear about what kind of updates and feedback I need from you so you never have to guess.
- I care about you as a person; our relationship is not just transactional.
- I will be honest about the state of the company, good and bad, and will help you to learn how the business works.
- I will truthfully answer any questions you ask; if I cannot answer for reasons of confidentiality I will be honest that I cannot answer.
- You will never be punished for asking hard questions or saying difficult things; your candor will always be appreciated and valued.
- While I trust you to make good decisions, I will always be available to help you think through anything where you want my advice.
- I will work proactively to ensure that you are compensated fairly but I also welcome your concerns about compensation at any time.
- If you tell me you are considering leaving I will try to help you stay, but I'll support your decision if there is a better opportunity elsewhere.

MANAGER SIGNATURE