

CLIENT	Colgate Palmolive	DATE	4 November 2019
PROJECT	People Relations/Engagement script	WRITER	Jerry Soverinsky

People Relations/Engagement Script	
<u>VIDEO</u>	<u>AUDIO (VO-voiceover)</u>
FADE IN: CP program logo.	FADE UP: INTRO MUSIC
<ul style="list-style-type: none"> • Collaboration • Inclusion • Managing with Respect 	Did you know that Colgate has been <u>externally recognized</u> many times as a best place to work? This is because of our strong culture of collaboration, inclusion and excellence coupled with our core values and Managing with Respect Principles.
	You play an important role in fostering this culture by creating an engaging work environment that values your team members and inspires them to perform at their best and produce outstanding business results.
Colgate's Global People Strategy <ul style="list-style-type: none"> • Talented people continuously learning • Leaders at all levels engaging one another • High-performing, inclusive work environment • Sharing in the success we create together • Caring for Colgate people and their families 	<p>So you may ask, "What can I do to facilitate positive employee relations and engagement"?</p> <p>The answer is two things:</p> <ol style="list-style-type: none"> 1. To start, you could learn more about Colgate's Global People Strategy. 2. In addition to that, you need to understand the various aspects of Employee Relations and our tools available to help you manage your team. <p>Colgate's Global People Strategy defines the talent, leadership culture and organization that we continuously strive for.</p>
	<p>You'll support this strategy in the following ways:</p> <ul style="list-style-type: none"> • Ensure you build trust in your team members by listening to their concerns and feedback, creating an environment where everyone feels supported. • Create an environment of openness, connectedness and accountability • Commit to the on-going movement of talent to ensure the diversity of thought in key roles

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	<ul style="list-style-type: none"> ● Conduct on-going meaningful and candid performance conversations ● Give people the tools and coach them to develop skills to remain flexible and agile in times of change ● Support our people and sustain our culture <p>All of these will collectively help drive our business success.</p>
	<p>Promoting a positive employee relations culture requires you to understand company policies and practices within your work environment.</p> <p>To do so, you should:</p> <ul style="list-style-type: none"> ● Engage in transparent communication and 2-way dialogue with your employees. ● Demonstrate our values, principles and culture. ● Treat all employees fairly and equitably. ● Manage issues promptly. ● Understand and consistently follow company policies. ● Maintain the highest ethical standards. <p>This is important to build employee morale and work commitment, while minimizing conflicts.</p>
	<p>There are tools available to support you in this; the Conflict Resolution Model, the Issue Response Model and the Performance Enhancement Process (PEP).</p> <ol style="list-style-type: none"> 1. The Conflict Resolution Model can help you handle conflict in the workplace with confidence. 2. The Issue Response Model will help you to promptly respond to employee relations concerns raised by our people and to monitor progress. 3. While much of your focus will be on creating positive employee relations, the Performance Enhancement Process (PEP) is our globally standardized process designed to address issues related to performance, inappropriate behavior in the workplace, or violations of the Company's policies, practices or procedures. <p>Remember you are not alone! Your HR Business Partner will help you if a situation escalates or if you need guidance.</p>
FADE IN:	FADE UP: Music

