

# 11 Proven Tips for Increasing Workplace Transparency



## 01 Leadership needs to be on the same page

Ensure that organizational goals are aligned across the entire company. One common way that transparency backfires is when leaders contradict one another. Establish a clear set of values so that the company has a way forward.

## 02 Open the decision-making process

Whenever possible, allow for employees to guide the direction of the company. If leadership has chosen a potential direction, have employees provide feedback. Only in rare cases should leadership make a unilateral decision. When that happens, explain the decision in full to your employees.

## 03 Hire right

Look for employees who are honest about what they know and what they don't know. Most employers do online research on candidates, and this is one reason why. They don't want to hire someone who has lied on their resume or in an interview.

## 04 Encourage face-to-face communication

We live in an era where various forms of electronic communication are the norm. But talking to one another — old-fashioned as that idea might be — still works as well as it has in the past. The chances of miscommunication are far fewer when you can see the other person's body language and facial expressions.

## 05 Treat all employees the same

The foundation of transparency is making sure that no one is above the rules. Leaders shouldn't be allowed to bend company policies in the same way that employees shouldn't.

## 06 Open your financials

This one is a bit trickier and you'll want to consult an expert on how to do this. But more and more companies are making their

financial dealings public. This is a great step toward building trust with anyone who interacts with your organization.

## 07 **Open your doors**

It's an oldie but a goodie — if you want employees to see you as accessible and willing to talk, keep your office door open. Encourage everyone in leadership to do the same. Even if employees don't take advantage of this, it's a good practice.

## 08 **Answer the tough questions**

Sometimes people say they're all for transparency but don't back it up with action. Hold regular forums in which employees can ask anything. Be ready for difficult questions. Answer them honestly, even when it's uncomfortable. This is especially important when there's bad news, like layoffs or firings.

## 09 **Open but not-so-open offices**

The Wall Street Journal says that the trend of open offices, while well-meaning, might not be the best way forward. Instead, having fewer walls but still retaining private, individual spaces is the way most companies are going. This allows for greater transparency while still giving a nod to those who need a quiet space to work.

## 10 **Accountability**

All employees need to be held to the same standard. Regular reviews of performance are a crucial part of transparency. When this doesn't happen, it's easy for employees to believe that managers are favoring certain individuals or groups.

## 11 **Talk about what you know**

This is a relatively simple, though perhaps difficult to follow, rule of transparency. Sometimes leaders think they need to have all the answers. But of course they don't! So don't fake talking about things you don't understand. It's okay to say, "I don't know, I'll get back to you on that."



## About TINYpulse

Companies make an effort to consistently track revenue, financial returns, and productivity. But they're forgetting one of the most important aspects of their organization: their people. And that's where TINYpulse comes in.

## Our Mission

Founded in 2012, TINYpulse works hard to make employees happy. Our goal is to give leaders a pulse on how engaged or frustrated their employees are, helping managers spark dialogue that results in organizational change.

# What We Do

We believe that information empowers leaders to create an engaging work environment and culture where people can thrive. Here is how we do that:



- **Pulsing surveys:** Our weekly pulse survey measures employee engagement using just one question. TINYpulse is a lightweight solution that captures anonymous feedback from your team to reveal insights, trends, and opportunities so you can improve retention, culture, and results.
- **Peer-to-peer recognition:** TINYpulse's Cheers for Peers™ peer-to-peer recognition tool captures the appreciation, extra effort, and little things that are often overlooked by leaders. Peers can easily send a quick shout-out to their colleagues to brighten up their day—because a little recognition goes a long way.
- **Virtual suggestions:** Our virtual suggestion box lets employees have direct input on how to improve the workplace. The anonymous format makes employees feel comfortable being honest and offering actionable ideas to improve their workplace.