Well-being@Honeywell

for **Futureshapers**

Well-being at Honeywell is

- SAFE
- INCLUSIVE
- HAPPY
- HEALTHY
- CONNECTED
- PRODUCTIVE and
- PURPOSEFUL

FUTURESHAPERS, who can be their best and achieve success inside and outside of our high-performance workplace.

Honeywell Aspects of **Well-being**

PHYSICAL

Our culture is centered on safety and supports healthy lifestyles through fitness programs, ergonomic workspaces, and nutrition education, ensuring employees have the resources they need to maintain good physical health.

MENTAL

Our behavioral healthcare system and initiatives include stress management programs, mindfulness training, and access to counseling services, providing our employees with the support necessary to manage stress and maintain a positive mindset.

FINANCIAL

We empower our employees with resources and tools to take charge of their financial future, offering educational materials and workshops to enhance their financial literacy and security.

COMMUNITY

We foster a sense of belonging and purpose through volunteerism, community engagement, a healthy workplace culture, and support for diversity and inclusion, helping our employees feel connected and valued.

INDIVIDUAL

We encourage our employees to prioritize self-care and personal growth, providing opportunities for professional development and personal fulfillment, and benefit programs to support specific needs and alleviate personal challenges.

Well-being Workplace Norms

Workplace Norms expand on our Foundational Principles, **Safety Always, Integrity and Ethics, Workplace Respect, and Inclusion & Diversity** and provide direction on how employees interact, communicate and collaborate in the workplace.

Our workplace norms foster and enable a well-being culture and represent how through well-being we live out our principles.

1 **Manage individual and team work assignments intentionally.**

- **Establish a team MOS & Standard Work:** Be conscientious of team's varying levels of accessibility and availability to ensure full team remains informed of pertinent information and aligned to key deliverables.

- **Be Transparent:** Communicate upfront about capacity, prioritization, and resourcing as appropriate. Use energy wisely and focus on the priorities.

- **Prioritize Tasks:** Focus on most important tasks first and maintain a balanced workload to ensure high say/do and delivery on commitments. Don't overthink, act.

- **Seek Support:** Communicate with manager and/or colleagues if feeling overwhelmed and need support. Establish clarity of goals and purpose to ensure alignment.

What GOOD looks like when using this norm

GOOD	UNDERUSE	OVERUSE
• Have open, transparent, and ongoing dialogue about team and individual work, collaboratively contribute to reasonable solutions	• Overcommits to deliverables	• Operates and delegates without considering the team and workload
• Prioritize tasks to Win Together	• Unintentionally creates an unbalanced workload across teams	• Takes frequent, extended vacations without checking in or creating delegation plans
• Speak up about over-capacity, discuss at-risk deliverables and individual flight risks, and create actionable plans	• Causes lack of workload transparency by not communicating bubble assignments, projects, and other work beyond standard scope	• Prioritizes tasks in a way that sacrifices crucial deliverables or causes misalignment with overall team goals
• Embrace a growth mindset and focus on building your prioritization skills	• Acts in silos and does not regularly collaborate or discuss solutions with peers to meet team deliverables	• Micromanages team deliverables
• Regularly reground strategy and tasks to ensure alignment (Zoom In & Zoom Out)		• Requests additional headcount beyond capacity recommendations

2 Communicate and connect with colleagues inclusively.

- **Be Respectful**: Always use respectful language and tone in communications. Avoid any language that could be perceived as discriminatory or exclusionary.

- **Be Inclusive**: Make an effort to include all relevant parties in communications. Ensure that everyone feels heard and valued.

- **Be Mindful**: Consider the well-being of colleagues. Avoid sending messages outside of working hours unless absolutely necessary and be mindful of the impact your words may have on others.

- **Be Supportive**: Offer support and encouragement to colleagues. Acknowledge contributions and provide constructive feedback when necessary.

What **GOOD** looks like when using this norm

GOOD	UNDERUSE	OVERUSE
• Demonstrate mindfulness of cultural norms and navigate global diversity effectively	• Avoids feedback by shying away from difficult conversations to prevent from upsetting others	• Gives excessive feedback in a non-constructive manner or provides irrelevant and/or insincere feedback
• Establish working agreements with immediate and project teams regarding expectations for scheduling meetings and responding to emails	• Lacks clarity regarding roles, assignments, and other responsibilities	• Provides so much flexibility that work schedules become ineffective
• Embrace digital resources like Schedule Send in Outlook/Teams to deliver communications during team members' working hours	• Schedules meetings, calls, and events based on own time zone and work hours without consideration of global team members	• Offers open ended invites with a lack of consideration for scope, skillsets, knowledge, and relevance
• Set up your Working Hours in Outlook and openly communicate your work hours and work style to colleagues	• Does not take a thoughtful approach when assembling project teams with respect to individual skillsets, experiences, etc. relative to the deliverable	
• Use tools in support of cross-functional and collegial peer recognition MOS	• Relies on the same people instead of expanding network to achieve diversity of thought	

3 Support Futureshapers' flexibility and time away.

- **Plan Ahead:** Coordinate with your team to ensure that workloads are managed efficiently during vacation and time off.

- **Support Each Other:** Be supportive of your colleagues' needs for flexibility and vacation. Offer assistance when needed and respect their time away from work.

- **Return the Favor**: If a colleague agrees to provide coverage, offer to provide coverage in kind!

What GOOD looks like when using this norm

GOOD	UNDERUSE	OVERUSE
• Volunteer to provide coverage for colleagues when needed • Schedule intentional coverage conversations before going out of the office and provide a robust handover that includes rules of engagement for emergencies • Take time away to recharge, especially during illness • Recognize your personal needs for disconnecting and reconnecting	• Does not take time away to support well-being and personal needs • Fails to plan effectively by not providing enough notice or not indicating time away on the calendar	• Fails to coordinate appropriate coverage during time away • Overextends themselves by providing coverage for multiple team members simultaneously

ADDITIONAL RESOURCES

Prioritize Well-being (toolkits)

These easy-to-use guides support you in encouraging and facilitating dialogue around well-being.

The Fundamentals of Resilience (online course)

During this online course you'll learn how to develop your resilience to better adapt to the constant environment of change we all face every day.

Applying Mindfulness to Develop Resilience and Well-being (online course)

Take this online course to build your emotional intelligence and mindfulness and develop resilience and the ability to handle stress in the workplace.