

CERTIFIED KINDNESS WORKPLACE / DEPARTMENT CHECKLIST

Welcome to the journey of becoming a Certified Kindness Workplace and/or Department!

In today's fast-paced world, fostering a culture of kindness in our workplace is more important than ever. A Certified Kindness Workplace isn't just where we accomplish professional goals; it's a space where compassion, respect, and empathy thrive, creating a positive and supportive environment for everyone.

Checklist to become a Certified Kindness Workplace and/or Department:

- ☐ Introduce the challenge to your workplace or department and have participants sign the Kindness Pledge (attached)
- ☐ Request a FREE kindness poster for your department and/or workplace
NOTE: Due to mailing costs, we will only send posters to schools with addresses in the United States
- ☐ Kick off the challenge with some inspiration - Watch & Share the video - Norm's Mission: Bringing Kindness to the Workplace
- ☐ Download RAKs workplace calendar for daily kindness ideas.
- ☐ Download RAK resources for your workplace or department.

What resource(s) did you download? _____

- ☐ Select one RAKtivity to complete as a workplace or department.

☐ What RAKtivity did you select? _____

- ☐ Optional - include pictures or videos you've captured during the challenge.
By submitting photos, videos, or other media to the Random Acts of Kindness Foundation, you grant permission for their use in the foundation's communications, including but not limited to websites, social media, newsletters, promotional materials, and reports. This permission is granted without any expectation of compensation and includes the right to edit, alter, or reproduce the media for the purpose of sharing the foundation's mission and impact. If you have any questions or concerns about how your media may be used, please contact info@randomactsofkindness.org. (updated 01/16/2025)
- ☐ Email a completed copy of this checklist to info@randomactsofkindness.org to receive a certified kindness workplace certificate to display next to your Kindness Pledge.

☐ Workplace / Department Name _____

☐ Number of Participants _____

☐ Location _____

Name of Organizer

Signature

**make
kindness
the norm** ♥
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KINDNESS PLEDGE TEMPLATE

Welcome to the Kindness Challenge! Let's Become a Certified Kindness Workplace!

Dear _____ Team,

I'm so excited to invite you on an inspiring journey to become a **Certified Kindness Workplace**, created by The Random Acts of Kindness Foundation! Now is the perfect time to make kindness the foundation of everything we do here at _____. Together, we can build a workplace where compassion, respect, and empathy thrive.

How to Get Started:

The first step is simple—sign the **Kindness Pledge** (located in _____). By signing, you're committing to incorporating kindness into your daily actions—whether it's offering support to a colleague, showing respect in meetings, or spreading positivity throughout the workplace.

This pledge will be our declaration that kindness isn't optional—it's a priority. Once signed, we'll proudly display the pledge as a symbol of our commitment to fostering a culture of kindness.

What's Next?

We'll work through the **Certified Kindness Workplace Checklist**, engaging in activities that promote kindness across our team. Here's an overview of what's included:

- **Request a FREE kindness poster** for your department and/or workplace
- **Kick-off with inspiration:** Watch and share the video: Norm's Mission: Bringing Kindness to the Workplace
- **Daily kindness ideas:** Download the workplace calendar for actionable kindness tips.
- **RAKtivity projects:** Complete one RAKtivity (Random Act of Kindness activity) as a team or department.
- **Optional** - Share photos, videos, or stories of your team's kindness moments! By submitting media to The Random Acts of Kindness Foundation, you grant permission for its use in the foundation's communications, including websites, social media, newsletters, and more, to inspire others. (For questions about media use, contact info@randomactsofkindness.org.)
- **Celebrate our progress:** Submit the completed checklist to earn an official certificate to display alongside our Kindness Pledge.

With everyone on board, I know we'll create a workplace where every team member feels valued and kindness is a part of our everyday culture. Let's make kindness the norm here at _____!

Looking forward to seeing your pledge signatures and the amazing impact we'll make together!

Warmly,

[Your Name]

[Your Title]

make kindness the norm[®]

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