

Company Values Audit Checklist SAMPLE

SECTION 1 — COMMUNICATING VALUES

Goal: Ensure employees *hear* and *understand* the values consistently.

A. Visibility & Communication

Audit Question

Yes/No

Are company values displayed in visible locations (offices, yards, lunchrooms, intranet)?

Are values referenced during onboarding or orientation?

Are values communicated regularly through email, newsletters, or internal communications?

Do project teams hear the values referenced in weekly or monthly meetings?

Are values included in hiring materials, job postings, or recruitment conversations?

B. Leadership Communication

Yes/No

Do executives speak about values in company meetings?

Do managers and supervisors reference values when setting expectations?

Are values used in messaging after incidents or challenges (e.g., safety issues, turnover concerns)?

SECTION 2 — REINFORCING VALUES

Goal: Values influence *decisions, behavior, and expectations*.

A. Alignment to Systems & Processes

Yes/No

Do performance reviews include value-based behaviors?

Are promotions influenced by whether individuals live the company values?

Yes/No

Are values included in coaching or corrective action conversations?

Do safety meetings reinforce values like respect, accountability, or teamwork?

Are values clearly tied to leadership development or training programs?

B. Behaviors on the Job

Yes/No

Can employees describe the values in their own words?

Do foremen/supervisors model the values in day-to-day decisions?

Are the values visible in jobsite behaviors (communication, safety ownership, teamwork)? Do teams call out actions that violate company values?

SECTION 3 — PROMOTING VALUES

Goal: Values are *celebrated, recognized, rewarded*, and part of the culture.

A. Recognition & Reward

Yes/No

Are employees recognized publicly for living the values?

Are values reinforced through reward programs, safety spotlights, or leadership shout-outs?

Are stories/examples of “values in action” shared in newsletters or project updates?

B. Embedding in Culture

Yes/No

Are values discussed during difficult decisions (e.g., staffing, conflict, performance issues)?

Do employees reference the values organically without being prompted?

Are values part of the company’s external brand (website, customer presentations, bidding materials)?

Yes/No

Are values included in leadership expectations and role definitions?

Are values reinforced during company celebrations, events, or milestones?

SECTION 4 — MEASURING IMPACT

Goal: Understand whether values are shaping outcomes.

A. Employee Experience

Yes/No

Do employee surveys show alignment between values and actual behavior? Do exit interviews mention values positively?

Do employees feel leadership lives the values consistently?

B. Business Outcomes

Yes/No

Do teams with strong value alignment have lower turnover?

Are customer satisfaction scores or feedback aligned with stated values?

Are safety incidents lower among crews that exhibit value-driven behavior?

Are project outcomes stronger where values are reinforced?

SECTION 5 — OVERALL SCORE (each YES receives a point)

Communication Score (0–8): _____

Reinforcement Score (0–9): _____

Promotion Score (0–8): _____

Culture & Impact Score (0–7): _____

Total Score (out of 40): _____

Interpretation:

- **32–40:** Values are fully embedded and lived.
- **24–31:** Strong, but some gaps in consistency.
- **16–23:** Values stated but not fully practiced.
- **0–15:** Values are words on a wall, not an active culture.