

Actions to **Activate**

Respect at Work

How *Employees* can Contribute to a **Respectful Workplace:**

Respect the diversity and unique talents of co-workers; recognize that we don't all have to be the same to do a good job.

Follow through on your commitments and be willing to help others.

When issues arise, try to work with the other person to find a solution. If you aren't able to, seek the support of your supervisor or manager

Give others space to express their opinions and ideas and wait for your turn to speak. Practice active listening, and be open to other people's ideas and perspectives. When reviewing other people's work, identify the positive and give constructive feedback.

Apologize when you make a mistake or accidentally offend someone.

Be polite and courteous when communicating with others, even if you disagree.

Recognize and celebrate your coworkers' achievements. Show them that you appreciate their work. Take time to say "thank-you" and "your welcome".

Understand supervisors are entitled to manage employee performance, provided they exercise their authority legitimately and respectfully.

Use **inclusive** language free from discriminatory or stereotyped views of people or groups

Be an ally, if you witness what appears to be harassing/bullying conduct, do not let it go unnoticed, attempt to resolve such issues informally, when safe and appropriate to do so. Let the victim, harasser or a supervisor know what you saw.

Treat others as you would like to be treated.

"Respect for Self

Respect for Others

*Responsibility for all Your
Actions".*

-Dafai Lama

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*Adapted from the BC Government Respect in the Workplace Guidelines