



RESPECT in the workplace

Week 1: Introduction



"Respect yourself and others will respect you."- Confucius

What is R-E-S-P-E-C-T?

- Living policy.
- Treating people with courtesy, politeness, kindness.
- Listening to what others have to say before expressing your viewpoint.
- Never insulting, name calling, disparaging or putting down people or their ideas.
- Including all coworkers in meetings, discussions, training, events.

**Golden Rule:
Treat others
as they wish
to be treated.**

Statistics at a Glance

- Targets endure bullying for almost **two years** before filing a complaint.
- 17% of targets have to transfer to other jobs.
- Only **13%** of bullies are **punished** or terminated.
- **71%** of bullies are in positions of **authority**.
- Bullying is **three times** more prevalent than sexual harassment.

DID YOU KNOW...

Canada is ranked 4th in the world for having aggressive workplaces.

How to Demonstrate Respect at Work



- Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. Never speak over, butt in, or cut off another person.
- Treat people the same no matter their race, religion, gender, size, age, or country of origin.
- Do not marginalize, exclude or leave any one person out. Provide an equal opportunity for employees to participate in committees, task forces, or continuous improvement teams. Solicit volunteers and try to involve every volunteer.
- Do not nit-pick, constantly criticize over little things, belittle, judge, demean or patronize. A series of seemingly trivial actions, added up over time, constitutes bullying.
- Use people's ideas to change or improve work. Let employees know you used their idea, or, better yet, encourage the person with the idea to implement the idea.

Examples of Disrespectful Behaviour

- Any act of violence
- Leering at a coworker
- Ignoring a coworker
- Rolling your eyes when you're talking to someone
- Bullying
- Gossiping
- Making racist, religious, or sexist jokes
- Abuse of authority

Why Respect in the Workplace?

- ✓ Improve team communication.
- ✓ Strengthen employee retention.
- ✓ Enhance organization health.
- ✓ Increase morale.
- ✓ Reduce absenteeism.
- ✓ Create stronger corporate culture and reputation.
- ✓ Increase productivity.

Resources: <http://www.wrha.mb.ca/>