



**"Respect yourself  
and others will  
respect you."**

**- Confucius**

## **R-E-S-P-E-C-T in the Workplace**

- Living policy.
- Treating people with courtesy, politeness, and 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, and events.