

A close-up photograph of two hands shaking. The hand on the left is light-skinned, and the hand on the right is dark-skinned. The hands are clasped together in a firm grip, symbolizing agreement, partnership, or respect. The background is dark and out of focus.

# Respect in the Workplace

[www.ewsnetwork.com](http://www.ewsnetwork.com)

**Employee Wellness  
Solutions Network**  
Nutrition | Balanced Lifestyle | Fitness

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# Objectives



- **Respect in the Workplace**
  - Why?
  - Examples of Disrespectful Behaviour
- **Workplace Bullying Defined**
  - Types of Bullies
  - Gossiping, Social Exclusion/Isolation, Intimidation
- **Self Respect/ Self Care**
  - It's All in the Language
  - Walk the Talk
  - Take the Pledge!



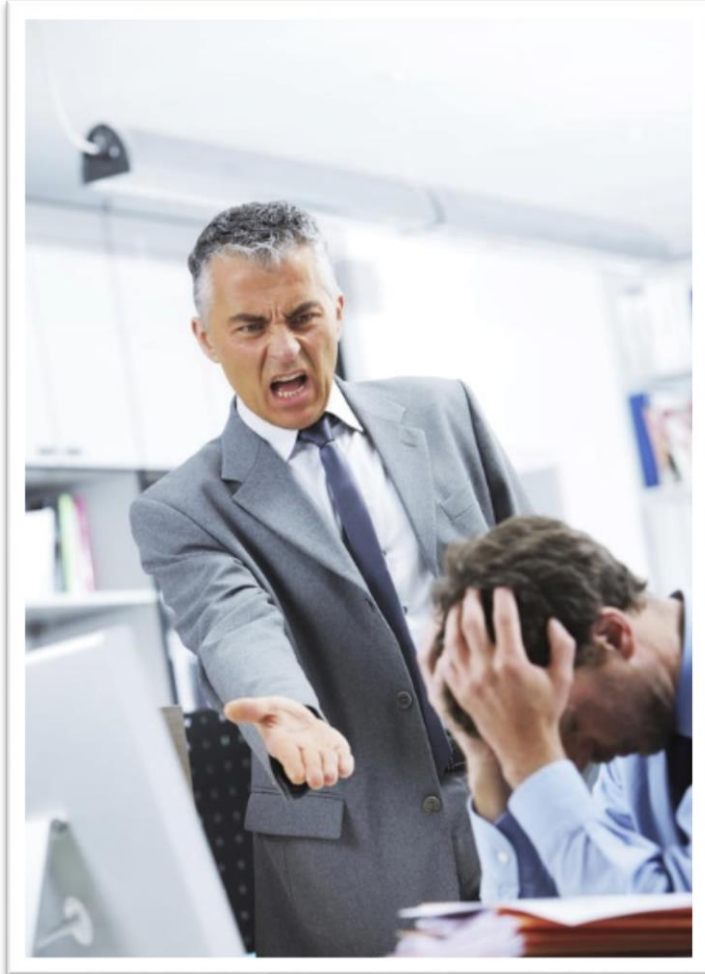
# R-E-S-P-E-C-T



- Golden rule.....
- Treat people with courtesy, politeness, kindness.
- Listen to what others have to say before expressing your viewpoint.
- Never insult, name call, disparage or put down people or their ideas.
- Include all coworkers in meetings, discussions, training, events.



# 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.
- Makes work a nicer place to be!

# What is it?



## Workplace Bullying.....

.....the repeated, health or career endangering mistreatment of one employee, by one or more employees. The mistreatment is a form of psychological violence and is often a mix of verbal and strategic insults preventing the target from performing work well.



# Workplace Bullying Facts



- ▶ 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 **3X** more prevalent than sexual harassment.



# Types of bullies



Subtle bullies

Abusive bullies

Controlling bullies

Raging bullies

Opportunistic bullies

Critic bullies





# The Workplace Bully



Persistent  
Offensive  
Abusive  
Intimidating



Upset  
Threatened  
Humiliated  
Vulnerable

\*It's important to note that not all negative behavior in the workplace is bullying.

- A demanding boss
- Normal conflict with a coworker
- Poor communication
- Dealing with an assertive/directive personality

# Dealing with a Bully



- See it.....SAY it!
  1. Stick up for co-worker
  2. Be clear with disapproval
  3. Ask for a change
- Honestly and directly challenge the specific behaviour and the impact of it.
- Address the issue.
- Present with confidence.
- Report it.....



<https://www.youtube.com/watch?v=XjQxRrlbP2w&t=2s>

# Be Aware



## VIOLENCE & HARASSMENT POLICY

Thomson-Gordon Group is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, contractors, supervisors, managers, workers and members of the public, as applicable).

### Workplace harassment means:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

### Workplace sexual harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### Violence in the workplace is defined as:

The exercise of physical force by a person against a co-worker in a workplace that causes or could cause physical injury to the worker. An attempt to exercise physical force against a co-worker in a workplace that could cause physical injury to a worker.

Workers are encouraged to report any incidents of workplace violence or harassment.

Management will investigate and deal with all complaints or incidents of workplace violence or harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it.

Reasonable action taken by the employer, manager or supervisor relating to the management and direction of workers or the workplace such as scheduling, and annual performance reviews are not workplace harassment.

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Terry McGowan  
President/CEO  
April 27, 2018



# Review the Standard



Violence & Harassment Standard

## Thomson-Gordon Group/Thordon Bearings Inc.

<b>Title:</b> Violence & Harassment Standard	<b>Date of Issue:</b> February 3, 2010
<b>Approved by:</b> Terry McGowan (President)	<b>Review / Revise Date:</b> September 22, 2017
<b>Location:</b> All Departments	

### Purpose

Thomson-Gordon Group/Thordon Bearings Inc., is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (including customers, contractors, other employers, managers, supervisors, workers, and members of the public, as applicable). The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and contractors/subcontractors.

The purpose of this standard is to minimize the risks of potential violence and harassment and to provide measures to respond and mitigate any physical injuries that can result from any such incidents. Thordon Bearings is committed to ensuring that our workplace is a comfortable place for all of us.

This standard provides direction regarding: a) the development and maintenance of a company policy that articulates and affirms Thordon Bearings commitment to preventing and managing any hazards or incidents of violence or harassment. b) Communication, training and procedures required to: recognize, assess and minimize hazards related to violence and harassment; and procedures for responding, reporting and addressing any issues of violence or harassment that occur within the workplace. c) Procedures to aid any employee exposed to violence or harassment with the assistance and support they require.

### Scope

The scope of the violence and harassment standard includes all functions/activities sponsored by Thordon Bearings.

This standard also extends to any acts of harassment, including sexual harassment, or violence that may occur between employees of Thomson-Gordon Group/Thordon Bearings Inc. outside of the workplace, due to or related to

Violence & Harassment Standard

### Workplace harassment is defined as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome,

### Workplace sexual harassment is defined as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

### Acts of violence or some forms of harassment may include, but are not limited to the following behaviors and situations:

- Interpersonal violence
- Anger-related accident/incident, physical intimidation, pushing, physical attacks, robbery (stealing with violence or its threat), rape, homicide.
- Non-interpersonal violence.
- Sabotage, property damage, vandalism, arson, theft (stealing without violence).
- Threats
- Threatening behaviors, verbal or written threats, direct threats, conditional threats, veiled threats, possession of a weapon, stalking, violation of a restraining order.
- Verbal violence
- Verbal abuse, spreading of rumors, swearing at or insulting others, psychological assault, anger-related argument, abusive or harassing phone calls, abusive language that leads to tension within the work environment.
- Taunts or use of insulting offensive types of humor.
- Use of language that may be offensive, or acts of bullying. Harassment is any behavior, dialogue, action or abuse that is unwanted and personally offensive to the recipient. It is the perception of the target or victim that ultimately determines whether harassment has taken place.

Reasonable action taken by the employer, manager or supervisor relating to the management and direction of workers or the workplace such as scheduling, and annual performance reviews are not workplace harassment.

### Violence or Harassment Response and Reporting



# Gossiping

## Gossip:

- idle talk or rumors, especially about the personal or private affairs of others.

## Is gossip bullying?

- It can be.

## What can I do?

- Go to the source and find out if it is true or not.



# Social Exclusion or Isolation

**Exclude:** to shut or keep out

**Isolate:** to set or place apart; detach or separate so as to be alone.

**What does this look like?** Silent treatment, refuse to make eye contact, avoid working with specific people, invite specific people and intentionally leave someone out.

**What can I do?** Inclusion is a mind set and choice. Smile!



# Intimidating a Person



- **Intimidate:** to make timid; fill with fear; force into or deter from some action by inducing fear.
- **What does it look like?** Forced into doing a task you did not want to do.
- **What can I do?** Speak up! Tell the person intimidating you *and* your supervisor.

## Other Examples...

- Belittling a person's opinion
- Criticizing someone persistently or constantly
- Taking credit for another person's ideas or successes



# Effective Communication



We need to educate people on how to express things respectfully.

## CHECK IN WITH YOURSELF

How can I have this conversation that has less focus on emotion and more on problem solving so we're not defending power?

You attract the energy that you give off. Spread good vibes. Think positively. Enjoy life.  
- unknown

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# It's All in the Language



"Please don't talk to me that way. I have always treated you with professional courtesy. I'm willing to talk about how this document could be improved but I need you to tell me what I could do to improve the document."

"It makes me uncomfortable to hear the way you speak to so and so. Is there a more respectful way you could address them?"

"I can see you're very angry. Perhaps it might be a good idea for you to take a few minutes before we continue discussing this further."

# Self Respect & Self-Care



**“Respect  
Yourself and  
You Will Be  
Respected.”**

- *Regard and respect the person you spend the most time with ... **yourself.***
- Protect the most precious resource: **YOU**
- Speak honestly
- Set boundaries
- Ask for help
- Be compassionate with yourself
- Think about how your behaviour affects others
- Think before you speak
- Take responsibility for yourself and your behaviour
- Build your TOOLKIT

I Pledge....



**THE PLEDGE**  
**TO END BULLYING**



# Thank you for your time today!



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