

Respect in the Workplace Policy

A Respect in the Workplace Policy reiterates and clearly states a commitment to providing a safe, healthy, inclusive workplace that is free of harassment and discrimination.



Acceptable and Healthy Workplace Behaviours

Acceptable and healthy workplace behaviours promote respect, positivity and civility in the workplace. They include, but are not limited to:

- Using respectful, supportive and encouraging language in all interactions
- Listening to opinions of others politely and with an open mind
- Giving direct, non-personal feedback as opposed to criticism
- Expressing appreciation when your employees/colleagues do something correctly
- Respecting each other as adults and trusting others' decision-making abilities
- Approaching conflict with maturity and a desire for resolution
- Maintaining a positive attitude, even on the toughest days



Inappropriate and Unacceptable Behaviours

Inappropriate and unacceptable behaviours are negative and even aggressive acts which cause people to feel hurt, embarrassed, incompetent, disrespected, anxious or depressed. Examples include, but are not limited to:

- Malicious behaviour considered unprofessional, disturbing and harmful
- Excessive yelling, repeated emotional outbursts, berating others, using a harsh tone
- Talking down to others or using degrading remarks
- Criticizing or talking down to others in front of a group; using a condescending tone
- Social exclusion or ostracism, gossiping, ignoring others, silent treatment
- Undermining another's work by giving impossible to meet deadlines or workloads
- Withholding work-related information to undermine an employee
- Removing responsibilities to make employees feel bad
- Excessive monitoring of work or unnecessary micromanagement
- Arbitrary or punitive punishment without cause; inconsistent discipline
- Blaming others for mistakes or issues beyond their control



Management Responsibility

People in positions of authority, such as management and workplace representatives, must ensure healthy and appropriate behaviours are being exhibited at all times. Complaints of issues must be addressed quickly and professionally.

Management will:

- Demonstrate positivity by treating all with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Remain vigilant for signs of inappropriate behaviour in the workplace
- Resolve problematic behaviours before they escalate
- Sensitively address employees involved in any way with a complaint
- Explain procedures to be followed to correct any complaints
- Ensure employees making complaints aren't victimized for doing so
- Seek resolution for any conflicts in a positive manner
- Monitor the situation after a complaint is made to prevent recurrence of the behaviour



Employee Responsibility

Employees can help create a positive workplace that does not tolerate aggressive behaviour. Employees should:

- Report any unacceptable behaviour to management
- Cooperate with preventive measures implemented in the workplace
- Recognize unacceptable behaviours will be appropriately dealt with

 **Adapted from: [Respectful Workplace Corporate Policy – Civility Partners](#)**