



Audience  
Table Talk (Office/Departments)



DEI level  
Beginner



Time Allocation  
10 minutes

## Learning Objectives

Building a Culture of Respect by learning the following:

- Characteristics and benefits of a respectful workplace
- How to avoid disrespectful behavior
- How everyone, including supervisors, can contribute to a more respectful workplace

### ■ What are some characteristics of a respectful workplace?

- People are kind, courteous and professional.
- People are treated fairly.
- Bullying and harassment are not tolerated.
- People trust one another.
- Conflict is resolved quickly in a healthy manner.
- People appreciate and acknowledge the work of others.
- People are encouraged to express their ideas and opinions.
- Diversity is valued and inclusion is promoted.

### ■ What are some benefits of a respectful workplace?

- People are more satisfied with their job.
- People are more engaged.
- Stress is reduced both at work and at home.
- Workers are happier and morale is improved.
- People work as a team.
- Employee turnover is reduced.
- Improved bottom line.

## ■ 5 Examples of Disrespectful Behavior:

1. Gossiping or spreading rumors.
2. Yelling, swearing or other aggressive behavior.
3. Discrimination or sexual harassment.
4. Offensive or inappropriate jokes, cartoons, comments, gestures, or behavior.
5. Vandalizing property or a person's belongings.

## ■ 5 Things EVERYONE can do to contribute to a more respectful workplace:

1. Follow the "Platinum Rule" - Treat people the way "THEY" want to be treated.
2. Do not participate in activities or discussions that offend or humiliate people.
3. Speak Up! If you witness disrespectful behavior, talk to the individuals involved or your supervisor.
4. Deal with conflict in a respectful manner.
5. Be kind!

## ■ 5 Things SUPERVISORS can do to contribute to a more respectful workplace:

1. Lead by positive example.
2. Listen to understand.
3. Acknowledge team members' accomplishments.
4. Investigate complaints promptly.
5. Be inclusive and treat everyone fairly.

## Discussion Questions

- 1 How can we make our workplace more respectful?
- 2 What's something respectful you've seen someone do in our office recently?
- 3 What are examples of disrespectful behavior?

