

20 Ways

To Promote Respect in the Workplace

- 1 Model the behaviour you would like to see from others. Do unto others as you would have them do unto you.
- 2 Do not let your silence condone disrespectful behaviour, yet consider carefully when and where to speak up.
- 3 Say "no" to gossip.
- 4 Be mindful of the impact of "tone" in a conversation.
- 5 Rely on facts rather than assumptions. Gather relevant facts, especially before acting on assumptions that can damage relationships.
- 6 Have difficult conversations in person or, at a minimum, by telephone, not electronically.
- 7 Remember that you are not always right — and others are not always wrong.
- 8 Understand your triggers or "hot buttons." Knowing what makes you angry and frustrated enables you to manage your reactions and respond in a more appropriate manner.
- 9 Kindness has a ripple effect that extends far beyond the initial recipient. Practice treating others with respect and consideration no matter the setting.
- 10 Always remember to say please and thank you.
- 11 Value diversity.
- 12 Use "I messages" to be proactive and minimize defensiveness in others.
- 13 Give timely feedback.
- 14 Recognize the contributions made by individuals throughout your organization. Show appreciation for contributions at all levels.
- 15 Be a respectful listener.
- 16 Take time to learn more about a background or culture you are not familiar with to expand your own perspective and interpersonal skills.
- 17 Check your own behaviour --- reflect upon how your behaviour might be contributing to a disrespectful situation.
- 18 Without giving up your own convictions, accept that disagreement will exist.
- 19 Adopt a positive and solution-driven approach to resolving conflicts.
- 20 Act in ways that edify the self-esteem of others.

http://www.ucalgary.ca/hr/respect_workplace_program



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