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.
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