

Respectful Workplace Checklist

Fostering a respectful workplace is a shared responsibility. As you review the list below, consider your own actions and place a checkmark beside each action that reflects how you engage with others at work. When you're finished, review those that you did not check, and consider how you can incorporate these behaviours into your day-to-day interactions to contribute positively to a respectful workplace.

I treat others with respect, dignity, empathy, and kindness.

I recognize and value differences, listening actively to understand others' perspectives.

I respect my colleagues' personal boundaries.

I am cognizant of my body language and avoid eye rolling, finger pointing, and other rude gestures.

I provide constructive feedback on my colleagues' work, identifying positive aspects as well as what can be improved.

I communicate politely and professionally even when I disagree, and I yield with grace when an argument or debate does not go my way.

I acknowledge mistakes as an opportunity for learning and growth.

I refuse to participate in gossip, insults, or sharing confidential information.

I follow through on my commitments.

I wait my turn to speak without interrupting.

I ask clarifying questions if needed rather than making assumptions.

I involve all relevant colleagues in meeting and decision-making processes and share information and resources as appropriate.

I help others and contribute to their success without taking credit for their work.

I address any issues that arise with the individual, seeking support from my supervisor or a trusted colleague if we are unable to find a solution.

I apologize when I make a mistake, offend, or hurt someone, even unintentionally.

I use inclusive language, avoiding stereotyping, microaggressions, and discrimination.

I express myself without the use of profanity, yelling, or sarcasm.

I call out disrespectful behaviour, discrimination, bullying, and harassment when I witness it.

I check in with colleagues who may be struggling.

I reflect and engage in collaborative dialogue to resolve the issue if a colleague approaches me about my own behaviour.