

# TIPS FOR CREATING A RESPECTFUL WORKPLACE



Creating and maintaining a respectful workplace is the responsibility of each employee. We often convince ourselves that others should change their behavior to improve our work environment. Instead, consider the list below to see what you can bring into your work group.

Which respectful actions and attitudes do you consistently contribute to the workplace?

- Open, honest, assertive communication
- Listen to others
- Encourage others to express their opinions; give consideration to others' opinions
- Display a "can do" attitude
- Smile; greet others warmly
- Accept differences between myself and others
- Use my manners – please and thank you
- Address conflicts to restore working relationships
- Compliment/Praise others
- Bring my A-game to each work task
- Share information for workflow to go smoothly
- Pick up the slack when others need help

## M.E.E.T. halfway

**Make time.** Invest in the process to improve the workplace.

**Explore similarities.** It's easy to identify differences, find what you have in common!

**Encourage respect.** Give it to get it.

**Take responsibility.** Own up to your actions and own up to improving them.

For further assistance with creating a respectful workplace,  
call your Employee Assistance Program. We'll be glad to help!

**1.800.451.1834**

**ALLONE**<sup>SM</sup>  
HEALTH