

Note: Subsequent to this presentation, the name of the Best Practice was changed to Workplace Respect

WELCOME





Respect in the
Workplace



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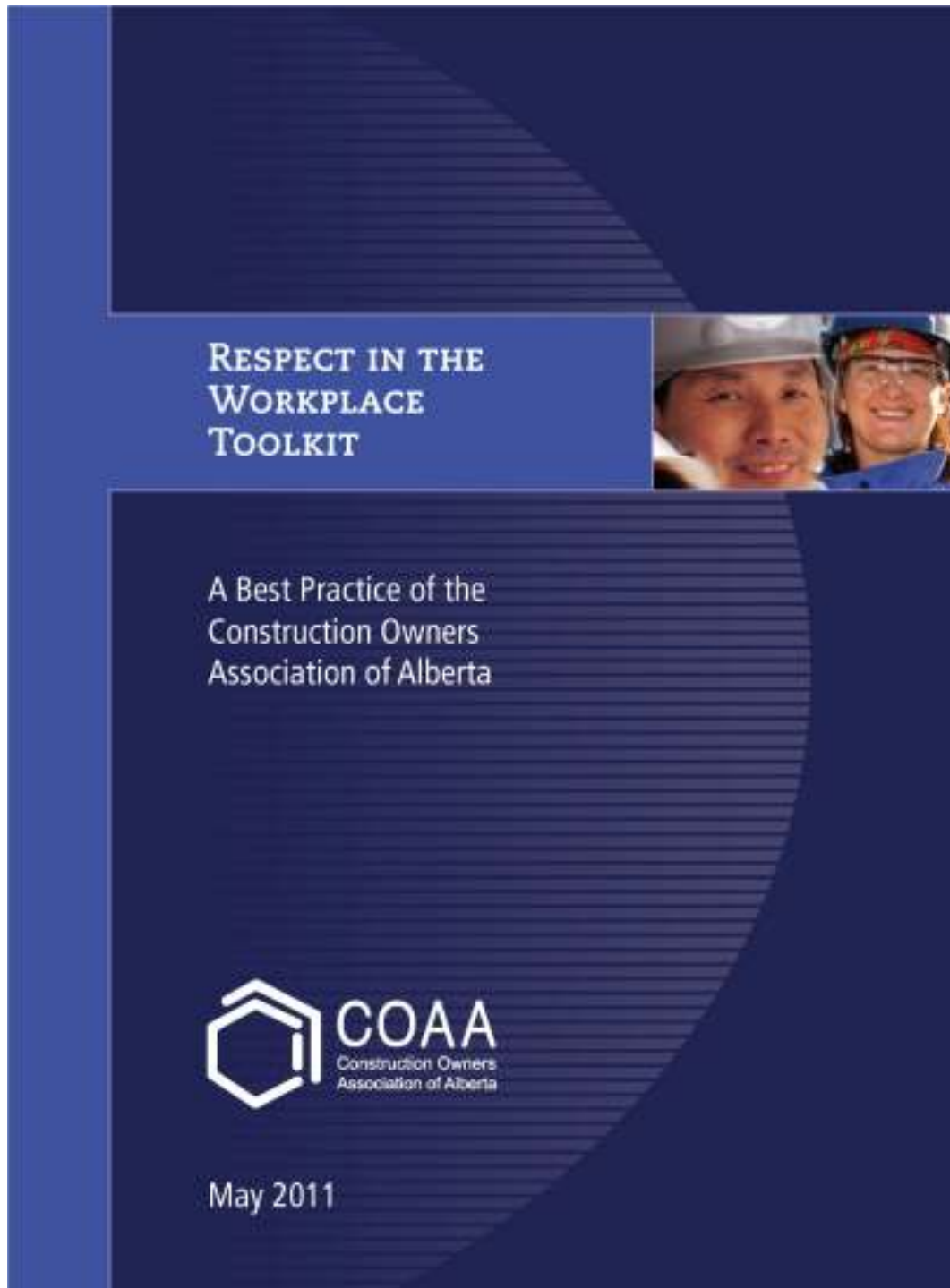
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Respect in the Workplace Toolkit

A Best Practice of the
COAA

A collaborative initiative
developed by the

**COAA Respect in
the Workplace
Committee**



Respect in the
Workplace



Respect is defined as the willingness to show consideration for the rights or feelings of others; to treat them courteously, inclusively and safely



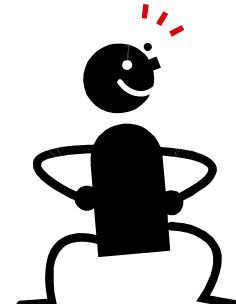
Respect in the
Workplace



- **Endorsement & Acknowledgements**
- **Tab 1: Respect in the Workplace Guidelines**
- **Tab 2: What is a Respectful Workplace?**
- **Tab 3: Developing and Implementing an RITWP Policy**
- **Tab 4: Sample Policy**
- **Tab 5: Employer Guide**
- **Tab 6: Supervisor Guide**
- **Tab 7: Employee Guide**
- **Tab 8: Forms and Checklists**
- **Tab 9: References and Resources**



Violations of Respect



- **Unprofessional Conduct**
- **Harassment**
 - **Bullying**
 - **Cultural Insensitivity**
 - **Discrimination**
- **Workplace violence**





Respect in the Workplace



NEW: Unprofessional Conduct!

- When behaviours, responsibilities and actions fall below the required standard set by the industry or an organization
- These standards referred to as a code of conduct, may be implied or written
- Code of conduct usually focuses on ethical and socially responsible issues

Everyone is accountable for conducting themselves by word, action and gesture in a manner that is reflective of respectful behaviour.

NEW: Cultural Insensitivity!

- Behaviour that is directed towards an individual based on characteristics such as age or communication style that causes humiliation or frustration
- Culture is a code of behaviours, values, beliefs, traditions, customs, patterns of thinking and a way of life that people unconsciously learn



Respect in the
Workplace



TAB 8 - FORMS & CHECKLISTS

- ✓ **Checklist: Do You Have a Respectful Workplace?**
- ✓ **Checklist: How to Develop and Implement an RITWP Policy**
- ✓ **Checklist: Is Your RITWP Policy Enforceable?**
 - **Incident Statement Form**
 - **Employer Investigation Form**
 - **Investigator's Incident and Corrective Action Report**
 - **RITWP Hazard and Risk Worksite Assessment Form**
 - **Work Safe Alberta Employee Risk Assessment Questionnaire**
 - **COAA Field Level Risk Assessment Form**



Respect in the
Workplace



“Overarching Value”

**All people have the right to
be treated with dignity and
respect.**





Respect in the
Workplace



Training Format

Awareness Workshop
Train the Trainer



Respect in the
Workplace



Can Respect in the Workplace be mandated ?