WELCOME
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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 is defined as the willingness to show consideration for the rights or feelings of others; to treat them courteously, inclusively and safely.
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
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
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
“Overarching Value”

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

Awareness Workshop
Train the Trainer
Can Respect in the Workplace be mandated?