

# WELCOME





Respect in the  
Workplace



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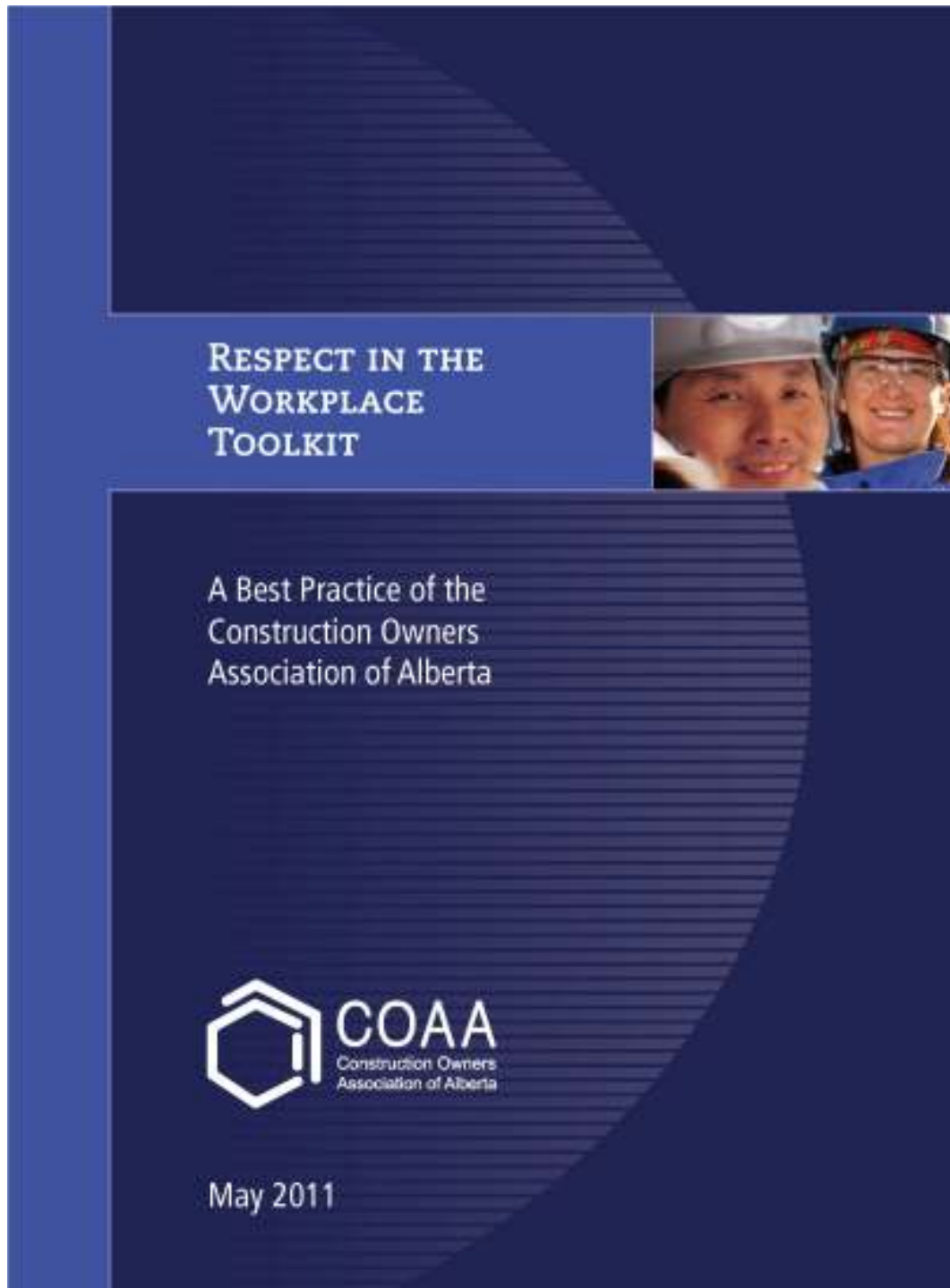
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# Respect in the Workplace Toolkit

A Best Practice of the  
COAA

A collaborative initiative  
developed by the

**COAA Respect in  
the Workplace  
Committee**



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



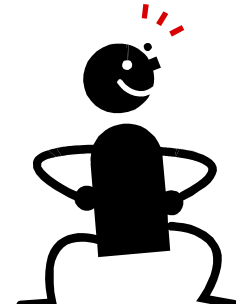
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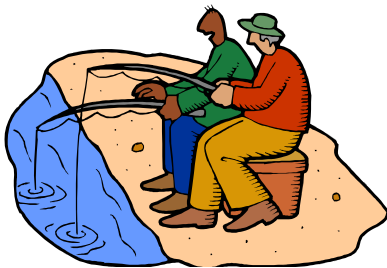
- **Endorsement & Acknowledgements**
- **Tab 1: Respect in the Workplace Guidelines**
- **Tab 2: What is a Respectful Workplace?**
- **Tab 3: Developing and Implementing an RITWP Policy**
- **Tab 4: Sample Policy**
- **Tab 5: Employer Guide**
- **Tab 6: Supervisor Guide**
- **Tab 7: Employee Guide**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



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## **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**





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## **“Overarching Value”**

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





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## Training Format

**Awareness Workshop**

**Train the Trainer**



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# **Can Respect in the Workplace be mandated ?**