



Checklist: Do You Have a Respectful Workplace?

If you answer “no” or “don’t know” to any of these questions, you need to take action to implement or improve your Workplace Respect Policy.

	Question	Yes	No	Don't know
1	Does your organization have a respect policy that includes violations of respect categorized as unprofessional conduct, harassment (including bullying, cultural insensitivity and discrimination) and workplace violence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your organization have a Workplace Respect Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the Workplace Respect Policy readily available to supervisors and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is management trained in dealing with violations of respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is this policy reviewed during orientation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is this policy reviewed at any other time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do employees receive training to enable them to recognize violations of workplace respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do employees know where to go for more information and who to contact if a violation occurs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Does your organization have processes in place to deal with violations of respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is your workplace reasonably free from violations of respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Do employees complete a Risk Assessment Questionnaire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Have you completed a Workplace Respect Hazard and Risk Worksite Assessment to safeguard workers against the possibility of injury due to a violation of respect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date:				
Completed by (print):				
Position:				

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