



Checklist: How to Develop and Implement a Workplace Respect Policy

This checklist is designed to help you determine what action items need to be taken to effectively develop & implement a Workplace Respect Policy in your organization. Once completed, it will act as a framework and provide a practical, operational set of guidelines in defining and implementing your policy. It should be completed by the Workplace Respect Officer/Administrator or Human Resources Manager tasked with implementing a Workplace Respect Policy for your organization.

	Question	Done
1	Confirm if your organization has established policy that prohibits violations of respect. This policy needs to communicate expectations as well as provide mechanisms for receiving, investigating and resolving complaints.	<input type="checkbox"/>
2	If your organization does not have such a policy in place, obtain senior management approval prior to developing a policy.	<input type="checkbox"/>
3	Read the Workplace Respect Toolkit: A Best Practice of the COAA	<input type="checkbox"/>
4	Develop your policy. (See Tab 4 in the Workplace Respect Toolkit for a sample policy)	<input type="checkbox"/>
5	Obtain senior management authorization and support to implement your policy.	<input type="checkbox"/>
6	Complete a Workplace Respect Hazard and Risk Worksite Assessment on all your work sites (see Tab 8 in the Workplace Respect Toolkit for a sample form).	<input type="checkbox"/>
7	Identify individuals to act as buddies, mentors, liaisons, translators, investigators.	<input type="checkbox"/>
8	Assess the training needs within your organization, ensure the messaging is appropriate and effective.	<input type="checkbox"/>
9	Develop a training strategy that includes appropriate material, delivery mechanisms and intended audience.	<input type="checkbox"/>
10	Roll out your plan.	<input type="checkbox"/>
11	Monitor your organization: <ul style="list-style-type: none"> • Plan periodic meetings to identify issues and opportunities for improvement • Conduct periodic assessments (announced or unannounced) • Complete the Checklist: Do You Have a Respectful Workplace? (found in Tab 2 or Tab 8 of the Workplace Respect Toolkit) 	<input type="checkbox"/>
12	Ensure all investigations are conducted promptly in strict confidence.	<input type="checkbox"/>
13	Conduct a policy review to determine if or where adjustments are required. If necessary update your policy and/or program. Ensure changes are communicated effectively.	<input type="checkbox"/>

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your worksite. Further, it is essential that this document is not only complete, but is used, communicated, and implemented in accordance with the legislation. The COAA, its members, affiliates, employees or agents will not be liable to you for any damages, direct or indirect, arising out of your use of this form.