



## Checklist: Is Your Workplace Respect Policy Enforceable?

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

	Question	Yes	No	Don't know
1	Are all employees aware of your Workplace Respect Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the policy clearly and consistently communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do supervisors understand their obligations with regard to reporting incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do supervisors receive training on recognizing and handling incidents of workplace disrespect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does your organization have processes in place to deal with incidents of unprofessional conduct, harassment (including bullying, cultural insensitivity and discrimination), or occupational violence (violations of respect)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	During orientation, did you have employees sign a non-violence agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is your policy meaningful and understandable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do the senior leaders in your organization model behaviours that support a respectful workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<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.