

Mutual Respect IN THE WORKPLACE

R.E.S.P.E.C.T. *Showing a polite attitude and decent etiquette that creates a positive environment in the workplace. Mutual respect is based on a shared belief in the benefits of diverse backgrounds, abilities, and viewpoints within your team.*

THE POWER OF MUTUAL RESPECT

- Improved well-being and decreased absenteeism
- Positive and focused work atmosphere
- Trusted and open communication
- Collaborative decision making
- Increased loyalty among staff leading to better retention of valued people
- A reputation for fairness and ethical strength
- Opens the door for new ideas, problem solving and innovation



Creating a Culture of Respect

Six simple strategies to boost mutual respect in the workplace:



1. GET TO KNOW ONE ANOTHER.

Encourage people to take an interest in other's beliefs, behaviors, preferences, and unique needs. Armed with that information, consider how your words and actions will impact others before you speak or act.



2. LEARN ABOUT YOUR DIFFERENCES.

Some differences are harder to understand than others, particularly those rooted in unfamiliar cultures. Encourage employees to ask questions, tactfully. Appreciate the value of diverse opinions in developing workplace structures and approaches.



3. PROMOTE GOOD MANNERS.

Simple, but true. Good manners are clear markers of your respect for someone. When in doubt, ask people how they want to be treated.

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4. LET PEOPLE WORK DIFFERENTLY.

Whenever possible, let employees work in ways in which they feel comfortable. In a culture of mutual respect, managers should consider encouraging their employees to find the approach that suits them best.*



5. MAINTAIN BOUNDARIES.

It's important to know where the boundaries lie between sharing your experiences and views, on one hand, and being confrontational, disrespectful, or causing embarrassment on the other. Think carefully about what's useful or necessary to share at work and be alert to any particularly sensitive topics.



6. BE A ROLE MODEL FOR RESPECT.

Whatever level you're at, your words and actions can influence others, so it's important to lead by example. Work on your self-awareness and manage your own biases, so that you don't unintentionally favor people who you feel a close affinity with.

Model the accepting, inclusive, welcoming attitudes, and behaviors that you want to see other people adopt.



Calling All Leaders

- ▶ ***Tip:** Psychometric tests like the DiSC model or Myers-Briggs personality test can help team members to appreciate their working styles and recognize the style of their colleagues. The results can help them identify strengths, negotiate any potential conflicts, and collaborate more effectively. Reach out to your Assistance Program to bring assessments to your team.
- ▶ Ensure that your employees have a safe, comfortable environment in which they can thrive.
- ▶ **Want to learn more about your responsibilities for promoting equality and diversity in your workplace?** If you are a leader at your organization, look at our Workforce, Culture and DEI solutions.

**Put well-being at the heart of your workplace.
You don't have to do it alone.**

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