

RESPECTFUL WORKPLACE CHECKLIST

Use this checklist (*) to assess how well your organization demonstrates a respectful workplace, and to identify areas for improvement.

Behaviour or Quality	The organization demonstrates this quality
People are respectful toward each other	<input type="checkbox"/>
The atmosphere is positive	<input type="checkbox"/>
People treat each other civilly and politely	<input type="checkbox"/>
Following a workplace conflict, constructive actions are taken to quickly address the situation	<input type="checkbox"/>
Communication between workers and management is open and honest	<input type="checkbox"/>
Workers are consulted in the development of company policies and procedures	<input type="checkbox"/>
Company bullying and harassment policies and procedures are in place and clearly explained to all workers	<input type="checkbox"/>
Training is provided to all workers on appropriate workplace behaviour and conduct	<input type="checkbox"/>
Workers collaborate and cooperate as a team	<input type="checkbox"/>
Feedback is provided in a timely and respectful manner	<input type="checkbox"/>
Managers lead by example to promote a respectful and positive workplace	<input type="checkbox"/>

* This checklist is an adapted version of one created by the Worker's Compensation Board of British Columbia, and available at WorkSafeBC.com.

