



## The New Brunswick Small Business HR CONNEXION



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# TIPS TO CREATE RESPECTFUL WORKPLACE

Employees want to work for employers that value them as individuals and listen to what they have to say.

## What is a respectful workplace?

**i** It is a workplace where:

- All employees feel valued
- Communication is polite and considerate
- People are treated as they wish to be treated
- Conflict is dealt with in a positive and respectful way
- Disrespectful behaviour and harassment are addressed

## Ways to Build a Respectful Workplace

**i** Training

- Regularly provide respectful workplace training to all workers and management
- Provide new employees with an orientation and review their rights, responsibilities and obligations towards other employees

**i** Policies & Practices

- Review policies and practices to make sure they encourage respect
- Involve employees in the development of respectful workplace policies
- Ensure that employees know what the policy is and have it posted in places where employees gather; for example the break room or lunch room

**i** Encourage Responsibility

- Hold supervisors, managers and employees responsible for their behaviour
- Make sure that reporting relationships are clear and that each person has only one supervisor
- Look into all complaints of disrespect and harassment

- Consider respectful behaviour in performance reviews

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SOURCE USED TO DEVELOP THIS TIPS SHEET:

The Newfoundland and Labrador HR MANAGER (<http://www.nlhrmanager.ca>)

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