

Let's Talk...

RESPECT -

IT MATTERS

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Professionalism in the Workplace

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**Guidelines for a respectful workplace
include:**

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**Commonly held standards of
professionalism, organization policy, and
the law.**

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Respect Equals Professionalism

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**Professionalism is
an expression of respect.**

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Our workplace should always be a professional environment, as well as a friendly one.

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**Being professional means being appropriate
in a work context.**

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Patterns of disrespectful behavior can be severe enough though that they are not only violations of such policy but also violations of the law.

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Disrespect: What Does It Look Like?

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- ✓ Telling hurtful jokes that include gender or racial stereotypes;
- ✓ Engaging in unwelcome physical contact such as hugging, back rubs, or intentionally brushing up against someone;

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- ✓ Sending inappropriate e-mails or text messages, such as those containing insulting humor or sexual content;
- ✓ Cyber-bullying on social networking sites;
- ✓ Gossiping or spreading rumors;

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- ✓ Displaying derogatory pictures or cartoons in the workplace;
- ✓ Ridiculing others for their appearance, beliefs, or abilities;
- ✓ Bullying, abusive conduct, or physical intimidation;

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- ✓ Using crude or obscene gestures and/or language;
- ✓ Put-downs, name-calling, or even the regular use of demeaning terms of endearment.

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And remember that stereotyping is offensive and unprofessional. Even when it's a “positive” stereotype.

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Making assumptions based on stereotypes about others or their abilities is limiting, unfair, and disrespectful.

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**A Respectful Workplace:
What Does It Look Like?**

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**A respectful workplace is inclusive, friendly,
and collaborative.**

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Some simple expressions of respect include:

- ✓ Making eye contact;
- ✓ Using a person's name;
- ✓ Asking for someone's input;
- ✓ Thanking people for their contributions;
- and
- ✓ Including people socially

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Together, we can ensure that our organization is a respectful and inclusive one, full of possibilities and the satisfaction of a job well done.

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