

as **Simple**
as **Respect**

Diversity, Respect and Inclusion In the Workplace

PREVIEW ONLY

Diversity, respect and inclusion are key factors in a healthy, productive workplace. We will discuss a plan to promote a respectful environment by exploring the following plan...

- A Guideline
- An exploration of the Guideline
- The Simple Steps for positive action

guideline **1**

Turn Uncomfortable Situations Into Learning Opportunities

PREVIEW ONLY

guideline 1

Try to turn negative situations into positive opportunities. By talking to others about why some things are offensive or insensitive, we help each other learn about respect. And a respectful workplace is a more productive and a happier one.

PREVIEW ONLY

guideline **1**

Simple Steps

Respond right away, calmly and rationally

Ask questions to help discover the source of inappropriate comments

Help coworkers understand why something is offensive

PREVIEW ONLY

guideline **2**

Religious Or Cultural Beliefs
Should Not Be Used To Deny
Anyone Equality At Work

PREVIEW ONLY

guideline 2

Many of us have strong religious or cultural beliefs. Our coworker's beliefs may be different, and we should be careful to be respectful of those differences when expressing our own.

PREVIEW ONLY

guideline 2

Simple Steps

Question whether expressing certain opinions is appropriate in a workplace setting

Let coworkers know that some behavior is inappropriate

Never be afraid to apologize

PREVIEW ONLY

guideline **3**

Just Because Expressions or
Words Are Commonly Used,
Does Not Mean They Are
Acceptable

PREVIEW ONLY

guideline 3

Think about the expressions and sayings you use. What might sound harmless to you may be very offensive to others.

PREVIEW ONLY

guideline 3

Simple Steps

Be aware that cultural or ethnic stereotypes are offensive

Always use respectful language, no matter who's around

Don't cross boundaries in emotionally charged situations

PREVIEW ONLY

guideline 4

Be Careful Not To Display Or
Send Potentially Offensive
Materials On Your Computer

PREVIEW ONLY

guideline 4

**E-mail and the Internet are tools, not toys.
Sharing inappropriate messages, games,
and non-work related Web pages has no
place at work.**

PREVIEW ONLY

guideline 4

Simple Steps

Be sensitive to ethnic backgrounds that are different from your own

Take responsibility for hurtful behavior

Show understanding for others' feelings, and make efforts to repair workplace relationships

PREVIEW ONLY

guideline **5**

Judging People's Abilities By
Their Appearance Can Lead
To Discrimination

PREVIEW ONLY

guideline 5

For example, asking only women to make coffee or clean up, or assigning physical tasks only to men is a form of discrimination. Never treat people differently based on their physical appearance.

PREVIEW ONLY

guideline 5

Simple Steps

Speak up against appearance-based discrimination

Listen to and be understanding of the concerns of others

Take responsibility for your actions

PREVIEW ONLY

guideline 6

**Cultural Or Ethnic Stereotypes
Are Offensive**

PREVIEW ONLY

guideline 6

Making generalizations and typecasting are both forms of stereotyping—for example, saying that a race of people are good athletes or excel in math, or that women are bad drivers and that men can't cook. Whether positive or negative, stereotypes are always inappropriate.

PREVIEW ONLY

guideline 6

Simple Steps

Make coworkers aware of stereotypes, positive or negative, and why they are offensive

Explore similarities instead of focusing on differences

Consider people as individuals

PREVIEW ONLY

guideline 7

Speak Up Against Disrespect

PREVIEW ONLY

guideline 7

Whenever possible, you should let coworkers know if they are being disrespectful or insensitive. By speaking up when these situations occur, you can often spare hurt feelings, anger, or discomfort in the future.

PREVIEW ONLY

guideline 7

Simple Steps

Intervene before a problem escalates

Defuse tensions by listening and understanding

**Relate disrespectful behavior to personal
experiences**

PREVIEW ONLY

as **Simple**
as **Respect**

Diversity, Respect and Inclusion In the Workplace

In conclusion, we hope that you will remember it really is As Simple As Respect. Please use these guides to help promote diversity, respect and inclusion in your workplace.

PREVIEW ONLY