


# RESPECTFUL WORKPLACE BEHAVIOUR

*Everyone's Right. Everyone's Responsibility.*


## FOUR PILLARS OF RESPECT



**Listen Actively**  
Full attention. Acknowledge before responding.



**Include Everyone**  
Invite diverse voices — no one left out.



**Choose Words Wisely**  
Language that affirms and includes all.



**Follow Through**  
Honour commitments. Respect others' time.

## BULLYING, HARASSMENT & DISCRIMINATION

### Bullying

Repeated unreasonable behaviour that intimidates or humiliates

- Belittling in front of others
- Impossible task overloading
- Persistent criticism
- Deliberate exclusion



### Harassment

Unwanted conduct that violates dignity or creates a hostile environment

- Offensive jokes or remarks
- Unwanted physical contact
- Threatening behaviour
- Displaying offensive material



### Discrimination

Unfair treatment based on a protected characteristic

- Biased hiring or promotion
- Exclusion by gender/religion
- Unequal pay or opportunities
- Denying adjustments



## EVERYDAY ACTIONS

### DON'TS

- Interrupt or talk over colleagues
- Make exclusionary or demeaning jokes
- Send aggressive or threatening messages
- Stay silent when you witness harm



### DO'S

- Let others finish speaking before responding
- Use inclusive, affirming language always
- Speak up when you witness disrespect
- Report concerns-confidentially if needed



## IF YOU WITNESS DISRESPECT - ACT

1

### Address It

Calmly name what you saw. A simple observation is enough.

2

### Check In

Ask the person: "Are you okay?" Show they're not alone.

3

### Document It

Note date, time, location and what was said or done.

4

### Report It

Tell HR or use the QR code