Continuum of Respectful Workplace Behaviours

 Seeking input from others Listening, being Not doing what you say you will Not permitting input 	and the first second
attentive, openCareless humourTimely recognition of people's efforts• Careless humourPositive reinforcement• ProfanityPositive reinforcement• Put Downs• Constructive Feedback• Practical jokes that embarrass others• Sharing knowledge & information• Sarcasm ethers• Recognizing and 	 biting; biting; punching; spitting; spitting; spitting; spitting; spitting; spitting; scratching; squeezing; squeezing; pinching; battering; battering; battering; battering; battering; battering; botting or chomicide; swearing or shouting in an offensive manner Domestic violence bbing blating or cluding others xual innuendo welcome ysical contact

Continuum of Responses - Respectful Workplace Behaviours

Res	pectful

 Don't forget to recognize and acknowledge those who display green zone behavior in your workplace interactions.

'Thanks for your clear, considerate communication.'

'l appreciated the respectful dialogue we had yesterday to explore our differences and find a solution that worked for both of us.'

InCivil

- Responding to Yellow Zone Behaviours focuses on building awareness to encourage a shift back to the Green Zone.
- Speak in a neutral and confident tone. Use 'l' language and the following framework if helpful:

Notice the behaviour, State the effect, Ask for change.

'I've noticed that the tone of this conversation has been escalating and I'm uncomfortable. Let's reduce the intestity or reconvene for later.'

Disrespectful

- Responding to Orange Zone Behaviours focuses on creating clarity that the behaviours are not acceptable and must stop.
- Speak in a strong and confident tone.
- Someone makes a joke targeting religion or race during a meeting.
 'That joke is clearly unacceptable for the
- workplace.' • A colleague has placed a hand on your knee during a lunch celebration. 'Stop touching my knee.'

Violent

- Responding to Red Zone Behaviours focuses on ensuring the safety of yourself and others.
- If you are a victim or a witness of an occurrence of violence in the workplace that poses an <u>immediate threat</u> you should call **911** and/or contact the on-duty guard or Corporate Security.
- If a person becomes aggressive ensure your safety first by getting away from the aggressor to an office or open public area.
- One of the most effective way to deal with emergencies is to <u>Remain calm.</u>