



CARE's WorkLife Solutions

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For a More Respectful Work Culture

Respectful interactions between co-workers, supervisors and customers/patients are the foundation for a healthy work culture. And though you cannot change a person's attitude toward a conflict or upset, you can change your attitude and you can take responsibility of your contributions to the work team.

To ensure that these contributions are positive, try this exercise: Place this Tip Sheet in the top drawer of your desk. Each morning for two weeks, read each bulleted item as early in your day as possible. After the first week, you may begin to see a change in how you relate to others and, by extension, how others relate to you.

- Deal with all people in an honest, ethical and moral way.
- Remain positive and upbeat, even while working with others who may be negative.
- Send out positive verbal and nonverbal signals in all human interactions, including the telephone.
- Refuse to be involved in any activity that might victimize another person.
- Build and maintain open and healthy working relationships with everyone in the workplace.
- Refuse to play favorites.
- Treat everyone with respect, regardless of race, gender, ethnic or socioeconomic differences.
- Permit others to restore a damaged relationship with me. I don't hold a grudge.
- Maintain a strong relationship with my immediate superior without alienating co-workers.
- Be a better than average producer while contributing to the productivity of co-workers.
- Refuse to initiate or circulate potentially harmful rumors.
- Maintain a good attendance record, including being on time to work.
- Live up to my productivity potential without alienating co-workers who do not live up to theirs.
- Acknowledge mistakes or misjudgments rather than hiding them.
- Refuse to allow small gripes to grow into major upsets.
- Be an excellent listener.
- Make only positive comments about those not present.
- Look for and appreciate the good characteristics of others.