

RESPECT checklist

The actions below communicate respect in the workplace. This list can be a great starting point for developing workplace rules.

- Replace supplies when you take the last of it (e.g. copy paper, paper clips).
- Be on time for meetings.
- Avoid offensive stories or jokes.
- Clean up after yourself after using meeting rooms or other work facilities.
- Avoid reading the contents on another person's desk unless invited.
- Avoid looking at a computer screen over another person's shoulder unless given permission
- Always say "please" and "thank you."
- Respect a co-worker's desk and office space. No tampering or taking supplies.
- Avoid making condescending statements to others.
- Avoid asking a subordinate to perform unrelated work (e.g. run errands).
- Avoid blaming and instead focus on solutions.
- Avoid asking someone to lie or cover up for you.
- Avoid taking credit for someone else's work.
- Avoid complaining about the organization, supervisor and peers.
- Avoid opening others' mail.
- Do not send unwanted emails.
- Take responsibility for completing your own work.