# RESPECT IN THE WORKPLACE

Respect is one of the most important characteristics in the workplace since it fosters a healthy work environment in which coworkers can achieve common goals.

In the workplace, regardless of personal feelings, a polite attitude should be the norm. Indeed, both employers and employees must respect one another and their coworkers. You may respect your coworkers and managers as an employee by paying attention to them, listening to their thoughts, and speaking with politeness.

PURPOSE

This policy is intended to harmonize the environment at [Organization Name]. Respect is something that should be practiced between the employees, the employer, and other people doing transactions with [Organization Name].

POLICY

[Organization Name] believes that regardless of personal feelings, a polite attitude should be the norm. Thus, [Organization Name] encourages everyone to share their valuable ideas and report to [insert name/department in charge] any case of showing disrespect, or harassment so that proper actions can be applied.

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Respect is a sense of admiration for someone's qualities or characteristics, but it may also be an action of treating someone with dignity and respect.

Employees may not like or admire their superiors' or coworkers' characteristics, but they must act professionally and respectfully on the job in order to achieve their objectives.

How to Show Respect

Every workplace is different, and employers and employees can demonstrate respect in a variety of ways. There are a few common techniques to demonstrate respect in the workplace and boost your team's respect levels:

1. **Pay attention to what each person has to say.**
* Give importance to what others have to say and give them time to express themselves. This can result in a healthier and happier atmosphere.
1. **Keep an eye out for body language.**
* Consider your interactions with coworkers and make sure they are respectful. Making eye contact with someone when they speak to you is one example, as is nodding to signal that you are paying attention.
1. **Be transparent.**
* You demonstrate that you trust your colleagues with knowledge and want to work together to find answers by taking steps to be transparent. This can be accomplished by delivering regular project updates or explaining why you took specific methods to complete a task.
1. **Acknowledge others' abilities and achievements.**
* To demonstrate your respect and admiration, try to compliment individuals on their abilities, dedication, or accomplishments.
1. **Take into account other people's time and workloads.**
* Value your colleagues’ time and the task they must complete. For example, making sure you finish a work on time because you know that they are waiting for it so they could work on it too.
1. **Assign meaningful tasks to others.**
* If a coworker offers to assist you with your burden, try to assign them tasks that are related to their professions or would benefit their careers. This will give their work purpose and may encourage them to assist you in the future.
1. **Use basic decency and kindness.**
* Simple things like respectfully asking your coworkers for assistance can go a long way. Thanking people for their assistance or praising their efforts is kind and considerate. These are tiny steps that can make a big difference.
1. **Avoid prejudice (even implicit bias).**
* Prospective candidates should be filtered based on their skillsets, not their name, education, or anything else personal about them that has no bearing on the job they are applying for.
1. **Count everyone in on all meetings, conversations, and celebrations.**
* If you're having a meeting or a party, make sure you invite everyone who needs to be there. Your team will come up with superior ideas and will be able to detect them more quickly.
1. **Think about how people see you and your behavior.**
* Always consider the impact of your words and behavior at work on your coworkers. This notion is known as emotional intelligence, and it refers to knowing how your actions affect other people's feelings.
1. **Always be willing to extend help.**
* If any of your peers are having difficulty, provide assistance so that you can all achieve your objectives together.