

# Building a Respectful Workplace: Checklist for Employees

BC Public Service employees can contribute to a respectful workplace by engaging in the actions listed below. These actions ensure the BC Public Service remains a respectful work environment free from discrimination, bullying and harassment.

- ✓ I understand and adhere to the [Standards of Conduct](#) and [Discrimination, Bullying and Harassment Policy](#) and make every effort to contribute to a respectful workplace.
- ✓ I demonstrate a commitment to BC Public Service [corporate values](#), including a commitment to integrity.
- ✓ I respect the diversity and the unique talents of my co-workers; I recognize we don't all have to be the same to do a good job.
- ✓ I treat others with respect, dignity, and as they would like to be treated.
- ✓ I give others the space to express their opinions and ideas, and I wait my turn to speak.
- ✓ When reviewing others' ideas, suggestions or work, I identify the positive and if needed provide constructive work-related feedback on what can be improved.
- ✓ I contribute to the success my co-workers in their jobs.
- ✓ I am polite and courteous in my communication even when I disagree with others on situation or issue.
- ✓ I contribute to the success my co-workers in their jobs.
- ✓ Where appropriate, I involve relevant staff in meetings, discussions and events, including planning, decision-making and implementation.
- ✓ I am accountable for my own behaviour.
- ✓ I follow through on my commitments and am willing to help others.
- ✓ When issues arise, I address the issue with the individual(s) to find a solution and if I am unable to do this, I seek the support of my manager.
- ✓ I apologize when I make a mistake or accidentally offend someone.
- ✓ I listen to others, ask clarifying questions to understand other colleague's needs and perspectives.
- ✓ I understand supervisors are entitled to manage their employees, provided they exercise their authority legitimately and respectfully.
- ✓ I use inclusive language that is free from stereotyped or discriminatory views of particular people or groups (see [Words Matter Guidelines](#)).
- ✓ If I witness or experience what appears to be discrimination, bullying or harassment, I take action to address the issue per the [Discrimination, Bullying and Harassment Policy](#). I attempt to resolve such issues informally, when safe and appropriate to do so.

You can contribute to a respectful workplace by not engaging in the following behaviours.

- ✗ Speak over or interrupt others in conversation.
- ✗ Unnecessarily criticize my co-workers.
- ✗ Insult, belittle, humiliate or patronize others.
- ✗ Refer to individuals by offensive nicknames.
- ✗ Yell, shout or swear at my co-workers.
- ✗ Spread rumours or gossip in the workplace.
- ✗ Display body language or behaviours that could be perceived as intimidating, such as leaning or standing over others in a way that makes them uncomfortable.
- ✗ Purposely undermine the success of my co-workers in their jobs.
- ✗ Exclude relevant co-workers from meetings, discussions, and events.
- ✗ Confuse legitimate supervisory actions with bullying and harassment.
- ✗ Treat people differently because of their personal characteristics, such as race, age, religion, physical disability, sexual orientation, etc.