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Respect in the workplace is important to all employees, regardless of role or superiority. Mutual respect in the workplace lets everyone know they are valued beyond their vocational achievements. Many companies have goals and policies regarding a healthy and respectful workplace, but what does respect in the workplace actually look like?

## HOW TO SHOW RESPECT AT WORK

### EFFECTIVE COMMUNICATION

Effective communication doesn't just mean talking to others; it also means providing the opportunity for others to feel and be heard. Good communication results in clear messages and eliminates misguided information.

### CELEBRATING DIFFERENCES

You may notice that not everyone is exactly like you in the workplace, which is a good thing! In a larger work environment, there are many different roles. Different roles invite differences in opinions, approaches, perspectives, and motivations. When diverse people come together, and feedback is welcomed, new and innovative ideas can bloom.

### DISPLAYING APPRECIATION

Recognition in the workplace doesn't have to be reserved for monumental achievements. It can be given every day with a simple "thank you" or "I'm glad to see you." Showing appreciation plays a key role in creating a positive culture and strengthening workplace relationships. Research has shown that displaying gratitude and appreciation benefits the recipient and the individual showing kindness!

### BENEFITS OF RESPECT IN THE WORKPLACE

Impacts of a respectful workplace can have a ripple effect. Benefits include:

1. Boosted morale
2. Reduced levels of stress
3. Increased productivity
4. Better teamwork and ignited motivation
5. Improved job satisfaction

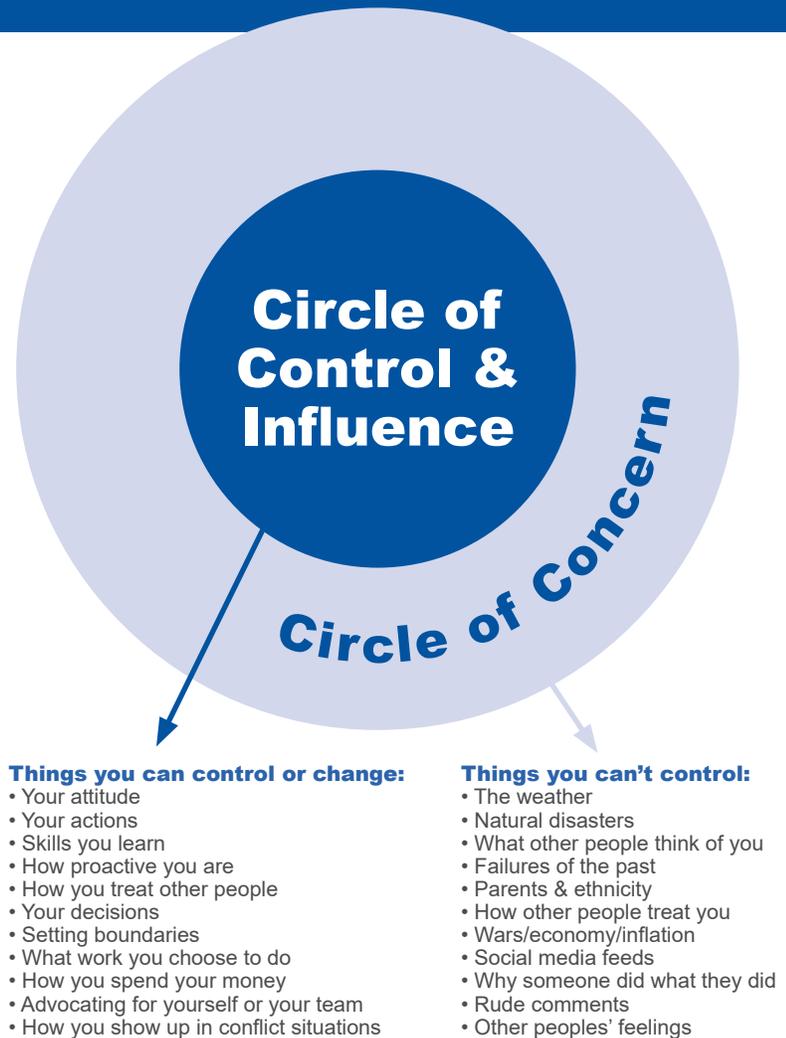
## SOMEONE CONTINUES TO BE DISRESPECTFUL IN THE WORKPLACE, WHAT DO I DO?

There may be times when you experience strife with a coworker. This can result in a less-than-enjoyable work environment, negatively impacting your mood and performance. Fear not! There are a few things you can do to ease conflict.

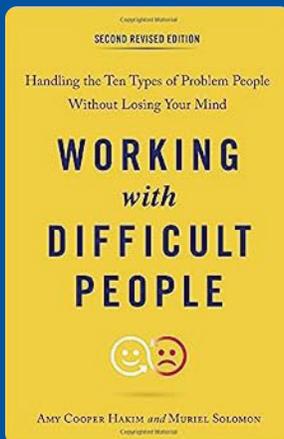
First, you should reflect on your personal circle of control. Author of “The 7 Habits of Highly Effective People” Stephen Covey created the circle of control and the circle of influence models. In these models, Covey separates things that are within our control and those that are not. Easier said than done, right? Here’s a tip: to figure out what you can control, focus on the common denominator: you. You *can’t* control how other people act, respond, treat you, or what they think of you. You *can* control how you act, respond, and treat others. **This model exhibits internal reflection, or checking in with yourself.**

After assessing your circle of control, the next step is deciding how to react.

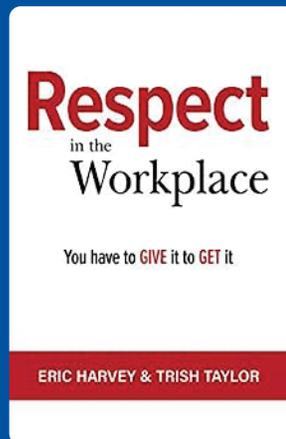
- 1. Be a good role model.** How you treat others can impact the way you are being treated.
- 2. Don’t ignore it!** Just because it can be ignored doesn’t mean it will go away. Ignoring something that someone is doing may lead them to think the behavior is ok.
- 3. Stay calm.** Confrontation may be uncomfortable. Maintaining a calm attitude will pave the way for clarity and understanding.
- 4. Listen.** Listen to both sides and try to remain impartial.
- 5. Provide feedback.** Make sure your feedback is fact-based, not guided by your emotions.



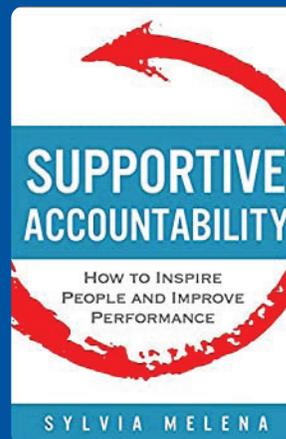
## ADDITIONAL RESOURCES FOR IMPROVING WORKPLACE RESPECT:



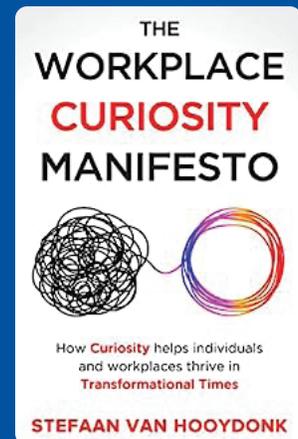
**Working with Difficult People**  
by Amy Cooper Harim & Muriel Solomon



**Respect in the Workplace**  
by Eric Harvey & Trish Taylor



**Supportive Accountability: How to Inspire People and Improve Performance**  
by Sylvia Melena



**The Workplace Curiosity Manifesto**  
by Stefaan Van Hooydonk