



The Respectful Worker Toolkit



RESPECT

verb
rĭ-spĕkt'

Treating people, places, and things
with kindness.

Part of what makes you an invaluable team member and employee is you respect yourself, others, and your work. You are committed to your family, to the company, to your colleagues, to your customers or clients, and to the mission of the work that you do. Because you highly value respect in the workplace, you bring a sense of conviction, commitment, thoroughness, and structure to your job. This brings a sense of stability, calm, and organization to the workplace that your colleagues, managers, supervisors, and peers appreciate. While you have an affinity for many kindness concepts, congratulations - **your kindness superpower is respect.**

RESPECT IN WORDS

Self-Talk



Do you see the value you bring to your workplace? Do you appreciate your sense of conviction? Do you believe that your presence and contributions bring in a sense of order and excellence? The thoughts and words you speak to yourself set the tone for how you feel for the rest of the day. This in turn affects your attitude and how you speak with others. You cannot expect to respect others if you do not respect yourself. This means it's important to use positive self-talk on a daily basis. *Self-talk is the practice of consciously speaking to yourself both out loud and internally in a positive manner. The following are suggestions to shift your self-talk towards a focus on self-respect.* Try using these self-talk phrases throughout your day:

Positive self-talk about your body, mind, qualifications, commitments - this helps combat "impostor syndrome"

Example: I know what I am doing; if I don't, I am humble enough to ask for help because I respect that I have things to offer and also things to learn.

Remind yourself you deserve to be at work and you bring value to the company and your colleagues.

Example: I deserve this job and have worked hard to get where I am. I deserve to have my experience and expertise respected.

Congratulate yourself when you do a good job at work; you don't need to wait for external validation when you know you've done something well.
Example: I have a high standard of excellence and require excellence from those around me. This makes our workplace stronger and more credible in the marketplace and with our customers/clients and stakeholders.



In One-on-One Interactions

It is likely that you work with others in a one-on-one capacity in some way, shape, or form. Perhaps you have to collaborate with another team member; maybe you have one-on-one meetings with a supervisor; maybe you have to have your work reviewed by another person or you have a mentor on your team. Knowing how you value **respect** at work and in your personal interactions with colleagues, here are some things to think about when working with people one-on-one that will let you showcase your high need for respectful engagements and work relationships:

Ask clarifying questions and avoid making assumptions.

Use language, words, terms that respect the personhood, culture, religion, ethnicity, and nationality of a colleague - avoid derogatory terms, jokes, or slang, even in a joking manner.

Acknowledge the good work done by others; respect their contributions and expertise and seek to learn from them.



In Teams

Unless you are your own boss or are in a small business, you likely have a team of colleagues around you. This means you function as part of a team – either intimately or by extension (if you are not part of a specific team of people, your company as a whole is like a team – you are all driving toward the same targets and end goals). As such, it is important to see how your high degree of respect – and your expectation for a respectful workplace – impacts your place in the team. When engaging in team-based activities as a person who highly values respect – consider the following for improving respect among the team:

Acknowledge the contributions of all team members, even if they don't contribute specifically to the bottom line; doing so respects everyone on the team and demonstrates that you value the group effort. For example – maintenance staff in your building may not “drive sales,” but without them, you wouldn't have a clean, safe, or effective workplace environment whereby you can do your job well. Showing respect for their contributions is important and goes a long way toward building a kind, respectful workplace culture.

Refrain from gossip about other team members - respect their value as a human even if you feel their skills or qualifications are lacking. Instead raise your concerns through the proper channels.

Address concerns using solution-focused language and I-statements rather than blame and finger-pointing.

RESPECT IN ACTION

In order to have a **respectful** workplace, there are some things you can do both at home and at work. How you start your day, end your day, engage at work and transition back home all matter for how you are able to show up both for your colleagues and for your friends and family.

Below are some suggestions for how you can ensure that your workplace actions express an attitude of **respect** towards both yourself and others, and set you up for success all day long.

Starting & Ending Each Work Day

Hydrate. Bring a water bottle to work and set a reminder to drink it and refill it.

Get enough quality sleep. Use a sleep app to help you track your progress toward getting enough sleep.

Breathe (belly breathing or slow centering breaths) if you get stressed.

State one positive affirmation about yourself and return to it throughout the day.

At Work

Take the breaks offered to you at work when you need them and without guilt - respect that your body needs food, water, relief, and rest.

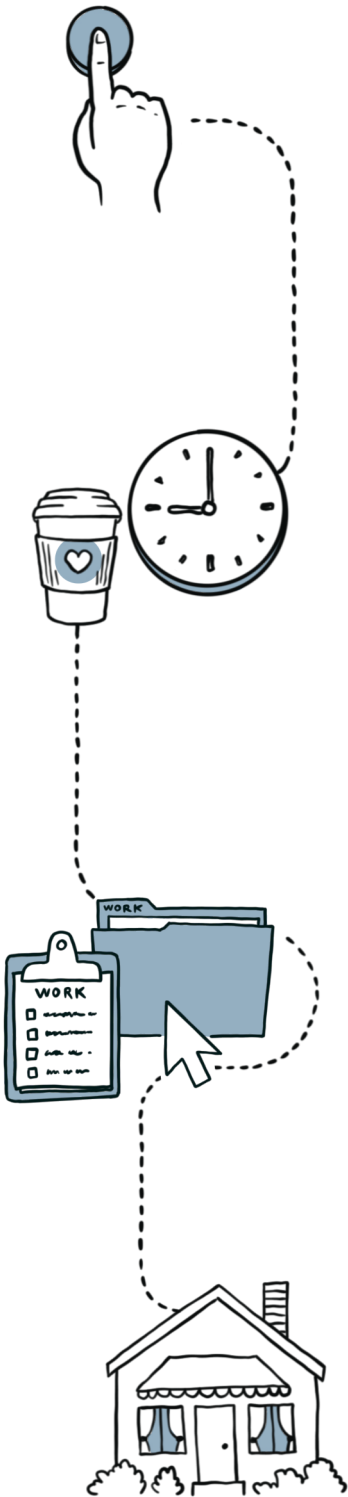
Respect your job description by setting boundaries.

Transitioning Back Home

Do your best to leave work stress at work; respect your personal time and time with family and friends. It is worth protecting.

If you need to bring work home, set a timer or a task-oriented goal that will help you start and finish something in a reasonable time, while still giving you some important downtime.

Consider switching off work email or work notifications on your personal phone, where possible.





RANDOM ACTS OF RESPECT

RAKs, also known as Random Acts of Kindness, are little acts of kindness that are often anonymous (though not required!) to spread kindness and joy in your workplace. The following series of RAKs focus on a lens of respect and encourage people in your workplace to not only feel respected, but to also spread a respectful attitude to others as well. **Let's explore ways to incorporate respect focused RAKs throughout your workplace in a variety of settings.**

Individually

Random Acts of Kindness (RAKs) for individual coworkers can be done to lift their spirits or give them a boost for no reason at all! Here are a few ideas to get you started:

Leave a sticky note with a positive affirmation on a colleague's office door, workstation, or computer screen.

Challenge yourself to identify one thing you respect about a co-worker you struggle to get along with and praise them for it to your supervisor.

In Your Team

RAKs for your entire team or workgroup is often simply fun and can increase morale.

These activities can be done whether you are in leadership or not and frequently inspire others to continue the cycle of caring and kindness in your workplace.

Suggest a "Respect Shout-Out" to your daily or weekly team meetings. (*7 steps document...)

If you work in shifts, work together as a team to "pay it forward" for the next shift. Ideas might include doing extra prep or set up work, cleaning up the workstations, gassing up the vehicles, etc.

Overall at Work

Your workplace as a whole can promote a community of respect and kindness through RAKs that not only affect the company or organization, but also externally within your community or communities (if in multiple locations). Look around and start to brainstorm ideas on how to infuse respect and kindness beyond your team. Go big!

If you are on site, take one lunch break to pick up trash around the property.

If you are remote/hybrid, assign a "spring cleaning" day and have workers clean/organize their own spaces and share screenshots on a public forum. Often you are more productive if your personal workspace is tidy and organized. Respect yourself and your space by keeping it tidy!



KINDNESS RESOURCES

Want to learn more about how to tap into your interpersonal center of kindness and positively influence your workplace through a lens of respect? Check these out:


[Respect in the Workplace: How To Show Respect and Promote It](#)

[Showing Respect at Workplace: For managers, peers, and ourselves](#)

[8 Super Useful Tips To Improve Respect In The Workplace](#)

[The Random Acts of Kindness Foundation website](#)

[The Random Acts of Kindness Foundation | LinkedIn Profile](#)

<div>  Workplace Kindness Challenge <small>This is a fun and engaging challenge to use in your workplace to encourage a kinder, more compassionate environment. Please make a copy of this calendar and use it to track your progress. You can also use it to track the progress of your team or organization.</small> </div>				
Monday	Tuesday	Wednesday	Thursday	Friday
Write a note of appreciation to a colleague.	Share your own story of kindness.	Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.
Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.	Write a note of appreciation to a colleague.
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Kindness Challenge

30 Days of Kindness in the Workplace

Now that you have worked your way through the toolkit, the final component is a 30 day challenge. Using the calendar below, try to accomplish one kind act each day (a suggestion is provided, or replace it with one that suits your workplace better).

[Random Acts of Kindness Workplace Challenge](#)