Checklist: Do You Have a Respectful Workplace?

If you answer “no” or “don’t know” to any of these questions, you need to take action to implement or improve your Workplace Respect Policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** | **Don’t know** |
| **1** | Does your organization have a respect policy that includes violations of respect categorized as unprofessional conduct, harassment (including bullying, cultural insensitivity and discrimination) and workplace violence? |  |  |  |
| **2** | Does your organization have a Workplace Respect Administrator? |  |  |  |
| **3** | Is the Workplace Respect Policy readily available to supervisors and employees? |  |  |  |
| **4** | Is management trained in dealing with violations of respect? |  |  |  |
| **5** | Is this policy reviewed during orientation? |  |  |  |
| **6** | Is this policy reviewed at any other time? |  |  |  |
| **7** | Do employees receive training to enable them to recognize violations of workplace respect? |  |  |  |
| **8** | Do employees know where to go for more information and who to contact if a violation occurs? |  |  |  |
| **9** | Does your organization have processes in place to deal with violations of respect? |  |  |  |
| **10** | Is your workplace reasonably free from violations of respect? |  |  |  |
| **11** | Do employees complete a Risk Assessment Questionnaire? |  |  |  |
| **12** | Have you completed a Workplace Respect Hazard and Risk Worksite Assessment to safeguard workers against the possibility of injury due to a violation of respect? |  |  |  |
| **Date:** |
| **Completed by** (print)**:** |
| **Position:** |

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