



# DIGNITY AND RESPECT IN THE WORKPLACE

All employees have the right to be treated with respect at work, and also have an obligation to treat others at work with respect. Dignity and respect requires acceptable behaviour from everyone in the workplace.

**Council's Values guide employee professional behaviour and standards of conduct.**

## WORKPLACE BEHAVIOURS TO ENCOURAGE:

## WORKPLACE BEHAVIOURS TO DISCOURAGE:

### VALUE STAFF

Recognising or rewarding an employee's achievement and effort.

Acknowledging mistakes and learning from them.

Following up on commitments and, when they cannot be achieved, communicating this as soon as possible.

Taking credit for or undermining others efforts.

Blaming, criticising or belittling people for their mistakes.

Not finishing what was started, not delivering on promises or agreed actions, and 'passing the buck'.

### SHOW LEADERSHIP

Providing constructive and useful feedback.

Clarifying facts, doubts and uncertainties before making decisions.

Maintaining the confidentiality and privacy of our Council work.

Giving unconstructive or demeaning feedback.

Being dismissive, inconsiderate and patronising towards others.

Disclosing or inappropriately seeking confidential information on a personal or organisational level.

### WORK TOGETHER

Fostering learning, sharing information and supporting our colleagues.

Being approachable, considerate and sincere when dealing with others.

Being honest and accountable in all work dealings.

Thwarting efforts of others, withholding information and being unsupportive of others.

Being dismissive, inconsiderate and patronising towards others.

Lying and deceiving, or engaging in corrupt activities.

### RESPECT PEOPLE

Treating others in a way they wish to be treated, and understanding that they have pressures and priorities.

Interacting in a courteous and polite manner that is professional and does not intimidate others.

Being inclusive and culturally aware. Accepting that others have differing views and opinions.

Gossiping, spreading malicious rumours, making fun of people, either in front of them or 'behind their back'.

Bullying and harassing, discriminating and intimidating others, including being violent and aggressive.

Excluding people, criticising others opinions, assuming that only you have the right idea or answer.

### COMMUNICATE EFFECTIVELY

Allowing people to finish speaking, and allowing everyone the opportunity to contribute to the conversation.

Communicating clearly and speaking calmly and professionally.

Actively listening and hearing others, and responding in a respectful manner.

Cutting people off, not allowing them to finish speaking and talking over others.

Yelling, speaking with a raised voice, swearing at people or using derogatory language.

Not listening or hearing another person's opinion, and belittling people or 'talking down' to others.

**For more information talk to your supervisor or visit the staff intranet.**