

Importance of RESPECT in the Workplace

Respect is a feeling when you treat someone well for their qualities or character traits, but **respect** can also be an indicator of dignity towards people. **Respect** should be the norm in the workplace, regardless of personal feelings. Employees and managers should **respect** each other as it creates a good work environment, which increases employees' productivity.

The problem many organisations are facing these days is a lack of understanding of the concept of **respect** in the workplace. **Respect** is an important element in every workplace as it helps the employee to work hard as their efforts are appreciated. Team members will not necessarily love or admire the personalities of their leaders or colleagues, but they still need to **respect** their work to achieve their goals and be professional. Employees value two different types of **respect**:

Once you understand why **respect** is important, it becomes even more important. You will be able to begin to understand why your colleagues are responding in certain situations and take steps to create a more positive work environment with everyone involved. When people feel **respected**, they show **respect** for others.

Some of the benefits of **respect** in the workplace are as follows:

- ✓ **Respect** Reduce Stress
- ✓ **Respect** Increased Productivity & Collaboration
- ✓ Employee Satisfaction
- ✓ **Respect** Creates a Fair Environment

How to Create a **Respectful** Environment in the Workplace:

Do not Gossip at Workplace

If the news is not confirmed, it is inappropriate to provoke discussion of the topic simply based on rumours. This seemingly harmless act can cause worrisome psychological damage to a person, so avoid doing that.

Do not use Profanity (Swearword)

Even if the intention is good, do not use harsh language or verbally insult someone for any purpose.

Greet People at Workplace

This is another civilised behaviour in workplaces. Even if a person is the busiest person in the world, they will still find time to respond to someone's

greeting with the same empathy. Do not ignore people greetings, and walking past them without even smiling seems extremely rude.

Count an Employee Contribution

Appreciating the contribution of employees means that they are performing well, and giving due recognition to the efforts of employees encourages them to work hard. When employees are attributed, their motivation is increased, and if their hard work is not appreciated or attributed, they will be disheartened and become less productive.

Do Not Discriminate (Categorise) Against People

Creating prejudices against a person based on their race, gender, age, intelligence, and appearance should not be promoted at the workplace.

Do not be Insensitive to Employee Needs

Try to effectively address the feelings and needs of others, such as giving a colleague sick leave or giving maternity leave to someone. This makes employees happy and satisfied with their workplace.

Distraction During Work

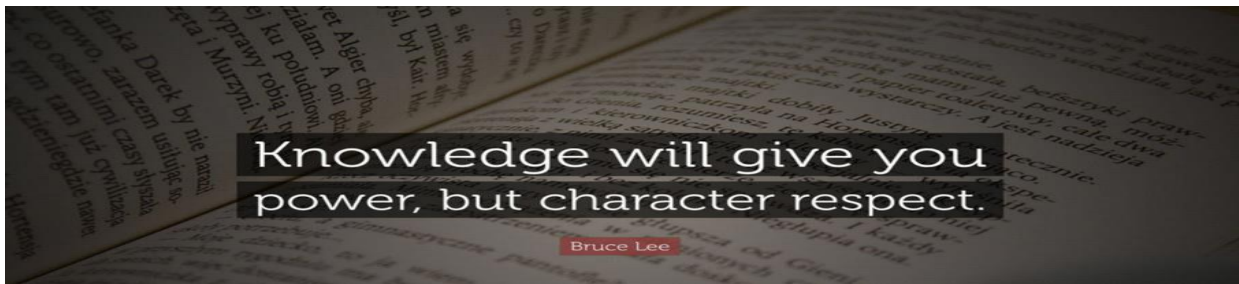
Avoid talking on the phone during a meeting, not greeting team members and managers are all activities that affect everyone and create a disturbance in the workplace.

Strong Communication Practice

Do not ignore employee's phone calls and emails & do not disclose the contents of confidential emails to people outside the organisation.

Defend Employees

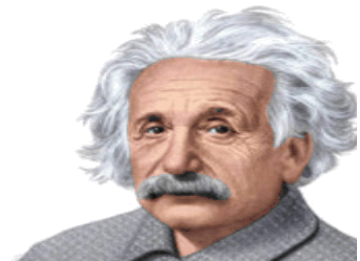
Defend your employees, defend them in front of company management when necessary. If certain mistakes were made in your department, in a conversation with the director of the company, in no case shift the blame on employees, but speak on behalf of the entire department. Some department heads very often try to shield themselves personally and blame a particular employee. If you strive to create a strong and friendly team, learn how to intercede with the leadership, and only later solve the problem individually.



"We are not a team because we work together. We are a team because we respect, trust and care for each other."

"I speak to everyone in the same way, whether he is the garbage man or the president of the university."

- Albert Einstein



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**DO NOT BE
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**DISTRACTION
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#8

**STRONG
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#9

**DEFEND
EMPLOYEES**