

10 WAYS TO PROMOTE WORKPLACE

Civility

Workplace civility is about more than just avoiding harassment - it's about creating an environment of respect, collaboration and inclusion. Here are 10 ways you and your colleagues can help build a more civil workplace:



1. Communicate respectfully

Avoid demeaning language, insults, or aggressive communication. Be professional and considerate in your words and tone, even in tense situations.



6. Avoid gossip

Don't participate in spreading rumors or saying negative things behind people's backs. It erodes trust and respect.



2. Listen to understand

Don't just wait your turn to talk. Truly listen to your colleagues' ideas and opinions. Seek to understand their perspectives before responding.



7. Resolve conflicts productively

When conflicts arise, focus on issues not personalities. Look for win-win solutions. Consider mediation for complex disputes.



3. Assume positive intent

If a colleague says something that irks you, don't assume the worst. Most people want to do the right thing. Seek clarification before jumping to conclusions.



8. Respect boundaries

Honor colleagues' personal space and privacy. Avoid intrusive questions. Keep interactions professional, not overly personal.



4. Be inclusive

Ensure everyone feels welcome and valued regardless of their role or background. Include diverse voices in meetings and decisions.



9. Be mindful of your impact

Your words and actions affect others. Consider how they may be perceived. Take responsibility and apologize if you've offended someone.



5. Acknowledge others

Give credit where it's due. Publicly praise colleagues' good work. A simple "thank you" also goes a long way.



10. Model civility

Lead by example. Embody the civility you want to see in others. Politely speak up if you witness disrespectful behavior.

Workplace civility starts with you! Learn more about our **NEW** course, **"Fostering Trust Through Civility and Respect"**. (Contact details below).