

Belonging and Excellence for All (BE4ALL) is a joint effort by SMART, SMACNA, and the ITI to create an industry-wide culture where everyone is welcome and belongs, including those from historically underrepresented groups, and where we all strive for the highest standards of performance and professionalism, resulting in a thriving unionized sheet metal industry that affirms the dignity and worth of us all. These Toolbox Talks are in support of this mission.

## BE4ALL Toolbox Talk Building a Respectful Workplace

**Building a respectful workplace** is a critical step in promoting a space where all employees can come together in an environment where everyone feels valued, heard and excited to contribute to the success of the industry.

#### What are some benefits of a respectful workplace?

- People are more satisfied with their job.
- The workforce is more engaged.
- Stress is reduced both at work and at home.
- Workers are happier and morale is improved.
- People work as a team.
- Incidents, sick time, disability claims costs and employee turnover are reduced.
- Improved bottom line.

## What are some characteristics of a respectful workplace?

- People are kind, courteous and professional.
- Diversity is valued and inclusion is promoted.
- People are treated fairly and with dignity.
- Bullying and harassment are not tolerated.
- Open, honest communication is supported.
- People trust one another.
- Conflict is resolved quickly in a healthy manner.
- People appreciate and acknowledge the work of others.
- People are encouraged to express their ideas and opinions and they feel "heard" when they do.

## In order to build a respectful workplace, it is crucial to understand of the behaviors that are considered disrespectful, these include:

- Discrimination
- Sexual harassment
- Reprimanding people in public
- Offensive or inappropriate jokes, cartoons, emails etc. (i.e. racial or ethnic jokes)
- Gossiping or spreading rumors
- Yelling, swearing or other aggressive behavior
- Covert behavior -i.e. undermining an individual, withholding required information, underhandedness







#### Examples: Things You can do to contribute to a more respectful workplace

- Treat people the way that they want to be treated
- Do not participate or engage in activities/ discussions etc. that offend, humiliate, or embarrass people
- · Provide regular feedback
- Offer support to an individual who was targeted.
   Encourage them to talk to the person(s) involved, or their supervisor
- Be kind and polite
- Recognize the work of your fellow co-workers
- Deal with conflict in a respectful manner
- Listen to what others have to say, before expressing your own viewpoint.
- Be inclusive and treat all employees fairly

- Speak Up! If you witness disrespectful behavior, talk to the individuals involved or your supervisorLead by positive example
- · Listen to understand
- Recognize individual strengths, weaknesses, and opinions
- · Acknowledge other's accomplishments
- Offer support to an individual who was targeted.
   Encourage them to talk to the person(s) involved, or their supervisor
- Report &, if a supervisor, initiate investigations of complaints promptly
- Encourage others to resolve conflict in a respectful manner
- · Deal with conflict in a respectful manner

#### **Staff Conversation & Notes:**

What would be considered disrespectful behavior?	What can members do to contribute to a more respectful workplace?
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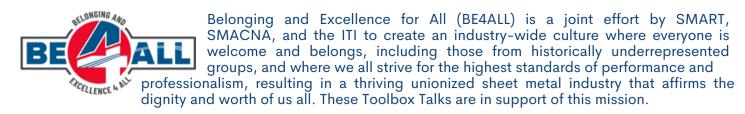
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# BE4ALL Toolbox Talk Participation Sheet

Employer:		Presenter:	
Location:		Date:	
Participant	Initials	Participant	Initials
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