



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





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BE4ALL Toolbox Talk Participation Sheet

Employer: _____


Presenter: _____

Location: _____

Date: _____

Participant	Initials

Participant	Initials



Use the link below or scan the QR code to fill out a survey to win a BE4ALL Tool Pouch!
<https://forms.office.com/r/Pdwpd6zBaA>

