

Dear All,

Respect is a key requirement for a healthy work environment. It promotes teamwork, increases productivity and efficiencies in the workplace.

Respect demands that you always treat people the way you want to be treated. Just like you, everyone deserves to be treated with respect. It is important to recognize that, like you, your colleagues, friends, customers, supervisors have rights, opinions, wishes, experience, and competences which should be respected.

The tips below are some of the ways to show respect in the office:

1. Treat people with courtesy, politeness, and kindness.
2. Encourage your colleagues to professionally and courteously express their opinions and ideas so long as the opinions do not violate established rules, codes of conduct, laws, policies, etc.
3. Listen to what others have to say before expressing your viewpoint.
4. Never speak over or interrupt your colleagues, friends, customers, Supervisors, etc.
5. Never insult, use name-calling, disparage, or belittle people or their ideas.
6. Do not constantly criticize, judge or demean your colleagues, customers or Supervisors.
7. Be aware or mindful of your body language, the tone of voice, your demeanor and expression in all of your interactions at work.
8. Improve your ability to interact with colleagues, customers and supervisors based on the awareness you've gained dealing with people and your emotional intelligence.
9. Relate with empathy and understanding.
10. Show appreciation each time you get an assistance from a colleague or Supervisor.