

Building a Respectful Workplace: Checklist for Supervisors

Supervisors in the BC Public Service contribute to a respectful workplace by engaging in the actions listed below. These actions ensure the BC Public Service remains a respectful work environment free from discrimination, bullying and harassment.

- ✓ I communicate to my staff about expected workplace behaviours and their responsibilities under the [Standards of Conduct](#) and [Discrimination, Bullying and Harassment Policy](#) and encourage them to take relevant corporate learning. My employees are aware of options for reporting and resolving respectful workplace issues.
- ✓ I lead by example by modelling appropriate behaviours in the workplace, such as demonstrating the BC Public Service [corporate values](#), abiding by the [Standards of Conduct](#) and treating others with respect.
- ✓ I am a leader in building an inclusive and diverse workplace.
- ✓ I promote a safe and trusting environment through regular communication with my employees.
- ✓ I consciously work to ensure my employees feel comfortable bringing work related problems to my attention.
- ✓ My management decisions are based on operational needs and are consistent with BC Public Service values, policies, and procedures.
- ✓ I acknowledge the efforts of my employees and provide constructive feedback in a respectful manner.
- ✓ I address minor uncivil or disrespectful behaviours occurring in the workplace, because I know doing so can prevent larger issues from occurring.
- ✓ I act immediately if suspect or become aware of potential discriminatory, bullying, or harassing behaviour and I understand it is my responsibility to ensure the issue is appropriately resolved whether it be through an informal resolution or formal complaint.
- ✓ I seek appropriate assistance from the [BC Public Service Agency](#) if I am unsure how best to address a respectful workplace issue.
- ✓ I protect confidentiality and I am fair and impartial in resolving workplace disputes.
- ✓ I encourage my employees to address respectful workplace issues informally, where safe and appropriate to do so.
- ✓ I know and use the BC Public Service's respectful workplace resources for myself and my employees, such as [the Learning Centre](#), [Conflict Management Office](#), [Working With Others](#), [Coaching Services](#), [Employee and Family Assistance Services](#).

You can contribute to a respectful workplace by not engaging in the following behaviours.

- ✗ Speak over or interrupt others in conversation.
- ✗ Unnecessarily criticize my co-workers.
- ✗ Insult, belittle, humiliate or patronize others.
- ✗ Refer to individuals by offensive nicknames.
- ✗ Yell, shout or swear at my co-workers.
- ✗ Spread rumours or gossip in the workplace.
- ✗ Display body language or behaviours that could be perceived as intimidating, such as leaning or standing over others in a way that makes them uncomfortable.
- ✗ Purposely undermine the success of my co-workers in their jobs.
- ✗ Exclude relevant co-workers from meetings, discussions, and events.
- ✗ Misuse managerial/supervisory authority.
- ✗ Treat people differently because of their personal characteristics, such as race, age, religion, physical disability, sexual orientation, etc.