

Civility and Respect: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
Require all new hires to review workplace policies on civility, respect, diversity and inclusion and harassment and bullying.	Ensures organizational expectations around appropriate and inappropriate interpersonal behaviour are clearly described.	Offer one annual session on workplace civility and respect to all staff (new and ongoing) and require attendance.	Ensures a structured and standardized approach to education on civility and respect to all staff.

We will measure progress by:	We will know we are successful if:
Ensuring all new hires can appropriately describe examples of appropriate versus inappropriate behaviour to their direct manager or supervisor at the end of the onboarding process.	Complaints (formal or informal) about incivil or disrespectful behaviour are reduced and ideally fully eliminated.