

How is respect demonstrated at work ?

You can demonstrate respect with simple, yet powerful actions. The some of them are as follows:

- Treat people with courtesy, politeness, and kindness.
- Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. **Never speak over, butt in, or cut off another person.**
- Use people's ideas to change or improve work. Let employees know you used their idea, or, better yet, encourage the person with the idea to implement the idea.
- Never insult people, name call, disparage or put down people or their ideas.
- Treat people the same no matter their religion, gender, size, age, or country of origin. Implement policies and procedures consistently so people feel that they are treated fairly and equally. Treating people differently can constitute [harassment](#) or a [hostile work environment](#).
- Include all coworkers in meetings, discussions, training, and events. While not every person can participate in every activity, do not marginalize, exclude or leave any one person out. Provide an equal opportunity for employees to participate in committees, task forces, or continuous improvement teams. Solicit volunteers and try to involve every volunteer.
- Praise much more frequently than you criticize. Encourage praise and recognition from employee to employee as well as from the supervisor.
- Most important, "Implement the platinum rule: **Treat others as they wish to be treated.**"