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**as Simple
as Respect** RESPECT GUIDELINES 

Turn uncomfortable situations into learning opportunities

Religious or cultural beliefs don't justify disrespectful behavior toward coworkers

Just because expressions or words are commonly used, doesn't mean they are acceptable

Be careful not to display or send potentially offensive materials on your computer

Judging people's abilities by their appearance can lead to discrimination

Cultural or ethnic stereotypes are offensive

Speak up against disrespect



**as Simple
as Respect** 

- Intervene before problems escalate.
- Always use respectful language, no matter who's around to hear it.
- Keep your cool. Don't let emotionally charged situations cause you to cross boundaries.
- Never be afraid to apologize.
- Listen to and be understanding of the concerns of others.
- Be sensitive to religious, ethnic, or cultural backgrounds different from your own.
- Help coworkers understand why something is offensive.
- Relate disrespectful behavior to personal experiences.
- Defuse tensions by listening and understanding.
- Explore similarities rather than focus on differences.

Simple Steps reminders

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