

RACE
GENDER
CULTURE
RELIGION
ETHNICITY
LANGUAGE
EDUCATION
NATIONALITY
GENDER IDENTITY
PHYSICAL ABILITIES
SEXUAL ORIENTATION

**BUILDING A
RESPECTFUL & INCLUSIVE
WORKPLACE**





PRESENTED BY



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ALL THAT WE SHARE

We live in a time where we quickly put people in boxes.

Maybe we have more in common than we think?



ALL THAT WE SHARE



* TV 2 Danmark – YouTube Jan 27, 2017





PRESENTATION TOPICS

- Changing American Workforce
- Defining Diversity, Inclusion & Respect
- Manager's Role
- Tips for Creating a Respectful Workplace
- Inclusive Language

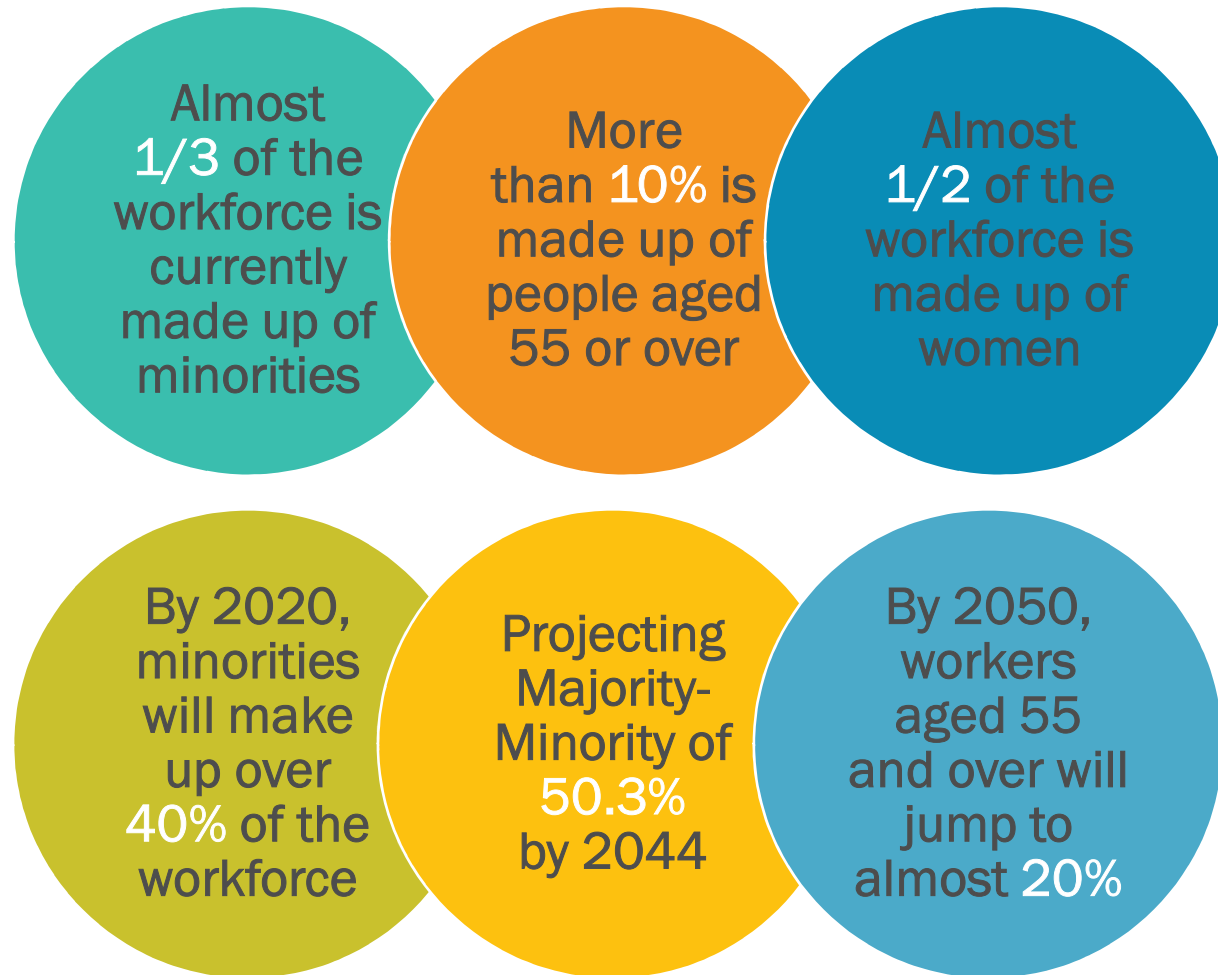




“I understand how HR thinks, but was it really necessary to replace our coffee with diversitea?”



AMERICAN WORKFORCE IS CHANGING





D I V E R S I T Y

The range of human differences,
including but not limited to:

- Race
- Ethnicity
- Gender
- Gender Identity
- Sexual Orientation
- Age
- Social Class
- Religion
- National Origin
- Political Beliefs
- Physical Ability



EMPLOYER DIVERSITY INITIATIVES

- Different from Affirmative Action Plans (AAP)
- Pros
- Cons
 - Legal Issues



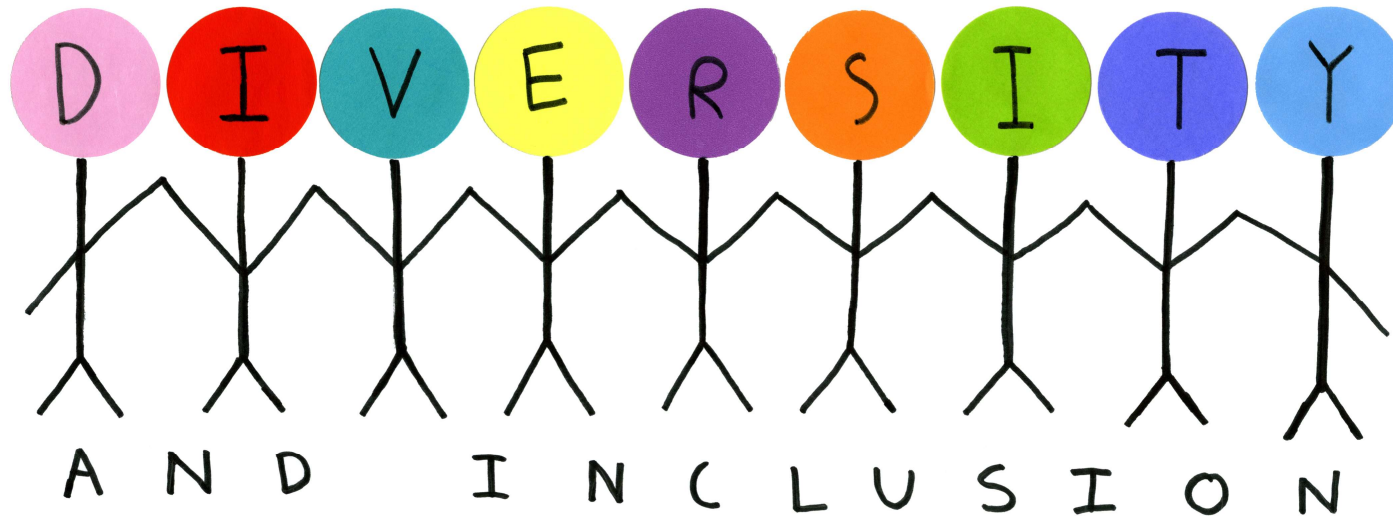


I N C L U S I O N

A work environment in which all individuals are:

- Treated fairly and respectfully
- Have equal access to opportunities and resources
- Can contribute fully to the organization's success

An employer can have a
diverse workplace without
having an **inclusive** culture.





AFFINITY GROUPS

- Pros
- Cons
- Legal Issues
 - Policies & Practices
 - NLRA





R E S P E C T

A *respectful workplace* is one where:

- Difference is acknowledged and valued
- Communication is open and civil
- Conflict is addressed early
- There is a culture of empowerment and cooperation

Employees who feel appreciated and well-respected have a deeper commitment to their organization.





EXAMPLES OF DISRESPECTFUL BEHAVIOR

- Yelling, shouting and/or using profanity
- Spreading malicious rumors or gossip
- Demeaning, belittling or humiliating someone
- Abuse of authority
- Unwelcome remarks, innuendoes or taunting
- Racial or ethnic slurs, derogatory nicknames
- Humiliation of staff in front of coworkers
- Threatening or bullying





LEGAL RAMIFICATIONS OF DISRESPECTFUL BEHAVIOR

- Harassment
- Discrimination
- Retaliation
- Loss of Contracts/Contract Termination



BENEFITS OF A RESPECTFUL WORKPLACE INCLUDE:



Improved employee morale, job satisfaction, and teamwork



Lower absenteeism and turnover



Increased productivity



Employees are better equipped to manage conflict collaboratively





CHALLENGES TO CREATING A RESPECTFUL WORKPLACE

Getting used to differences

Coordinating work styles

Learning to communicate

Developing flexibility

Adapting to change





MANAGER'S ROLE IN CREATING A RESPECTFUL WORKPLACE

- ✔ Set clear expectations of behavior
- ✔ Be a positive role model
- ✔ Create a positive work environment
- ✔ Make it how you do business
- ✔ Push back on disrespectful behaviors
- ✔ Maintain open communication



REMEMBER.....

**RESPECT
IS A TWO WAY
STREET**



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HOW TO DEMONSTRATE MUTUAL RESPECT IN THE WORKPLACE

Listen to your employees

Act on your employees' suggestions

Give timely praise on a job well done

Share company mission, vision, goals and objectives

Learn about your employees' professional and personal goals

Celebrate workplace milestones



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TIPS FOR CREATING A RESPECTFUL WORKPLACE

- Respect Differences
- Never Assume
- Encourage Teamwork
- Use the Variety of Experiences Among Coworkers
- Learn – *and use* – Acceptable Terms
- Treat Genders Equally
- Avoid Sexist Comments
- Show Interest in Coworkers
- Learn Names and Use Them Frequently
- Look at Coworkers' Abilities – Not Disabilities



When greeting others

Avoid:

ladies **gentlemen** **ma'am** **sir** **girls** **guys** etc.

Consider using instead:

“Thanks, **friends**.
Have a great
night.”

“Good morning,
folks!”

“Hi, **everyone!**”

“And for **you?**”

“Can I get
you **all**
something?”

Why?

Shifting to gender-inclusive language respects and acknowledges the gender identities of all people and removes assumption.



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GENDER-INCLUSIVE LANGUAGE

Man
Hours

Work
Hours

Layman

Layperson

To
Man

Mankind

Man and
Wife

To
Staff

Humankind

Spouse,
Partner



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PERSON-FIRST LANGUAGE

Handicapped,
Disabled

Normal,
Able Bodied

Person With
a Disability

Person Without
a Disability

Retarded,
Slow

Crazy, Nuts,
Insane

Person With an
Intellectual
Disability

Person With a
Mental Illness





OTHER LANGUAGE TIPS


Use *different sex* instead of *opposite sex*

Avoid *guys* as a way to refer to mixed-gender groups

Don't make assumptions about marital or family relationships

Don't use women or older relatives as substitute for *novice* or *beginner*





I think we have to own
the fears that we have
of each other, and
then, in some practical
way, some daily way,
figure out how to see
people differently than
the way we were
brought up to.

Alice Walker



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TO DO

Today. And repeat.

- Be kind.
- Be considerate.
- Be respectful.
- Be honest/authentic.
- Think beyond yourself.



