

Using the questions below, please rate your workplace: On a scale of 1-10 rate the strength of the indicator. A "1" indicates extremely poor conditions, a "10" indicates excellent conditions. Fill in the circle that is most applicable.

| | | | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| 1. Communication | | | | | | | | | |
| When someone has a concern about the way they have been treated by someone they are very likely to talk directly with that person. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |
| 2. Regard | | | | | | | | | |
| People are treated with positive regard no matter what their position is within the organization. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |
| 3. Dissatisfaction and Gossip | | | | | | | | | |
| When people are frustrated or dissatisfied with colleagues they may speak about their colleague to other people or they may speak directly to their colleague. In our workplace there is a high level of: | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (gossip) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (direct communication) |
| 4. Gender and Gender Identity | | | | | | | | | |
| Comments and conversation about gender & gender identity* are conducted in a positive and respectful manner. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |
| 5. Sexuality and Sexual Orientation | | | | | | | | | |
| Comments and conversation about sexuality & sexual orientation** are conducted in a positive and respectful manner. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |
| 6. Age | | | | | | | | | |
| Comments and conversation about age are conducted in a positive and respectful manner. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |
| 7. Ability | | | | | | | | | |
| Our workplace actively seeks to be an accessible and welcoming place for people with disabilities. | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |

Definitions:

*Gender Identity - One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

**Sexual Orientation - An inherent or immutable enduring emotional, romantic or sexual attraction to other people.

Human Rights Campaign: <http://www.hrc.org/resources/sexual-orientation-and-gender-identity-terminology-and-definitions>

Questionnaire continues on flip side

8. Culture and Diversity

When discussing aspects of culture or diversity, people are curious and open to differences.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |

9. Management Responses

When management becomes aware of an issue with regard to disrespect or harassment they take it seriously, encourage direct communication where appropriate, and they act.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |

10. Absenteeism

When employees find it difficult to cope with workplace relationships they may seek small pockets of relief for themselves. They may call in sick or use their home situation or other excuses to stay away from work. This happens:

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (every day) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (never) |

11. Appreciation

In healthy organizations positive contributions are recognized and appreciated. Our positive contributions are acknowledged.

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (never) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (always) |

12. Relationships

Some workplaces encourage an "everyone for themselves" mentality. Our workplace is characterized by:

| | | | | | | | | | |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (combative relationships) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (collaborative relationships) |

13. Change

Change, innovations, and new ideas are usually met with:

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (resistance) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (openness) |

14. Information

In healthy workplaces individuals share information freely. In our workplace we are usually:

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (secretive) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (open) |

15. Anxiety

When workplaces are unhealthy they often have a heightened state of anxiety. Employees worry that if they make a mistake, they may be punished. I see a high level of:

| | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1 (anxiety) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 (people at ease) |

Add up all of your answers and put your total score here: _____

FACILITATOR'S GUIDE

Facilitator's Role

As the facilitator of the *Respectful Workplace Assessment* tool, your goal is to create an environment that provides for thoughtful responses and stimulates healthy discussion. The purpose of this tool is to assess issues of respect and disrespect in your workplace and provide opportunity for healthy discussion that leads to positive change.

Confidentiality

You opt to tell participants that they will not have to share the specifics of their assessment with others; or you may collect responses anonymously and share thematic results back to the group. Asking participants to share their specific answers to survey questions may affect their answers.

Administering the Assessment

The process begins with a short team meeting where the facilitator outlines the purpose and process for doing the assessment. The facilitator notes that the process will include a survey (see note on confidentiality above), and a follow-up reporting/discussion session.

Interpreting Results

Survey totals of 60 or less should be of significant concern to the team and to leadership, as well as any individual question where multiple people are giving a rating of less than 5. Survey totals of 60 to 105 indicate that there is probably work to do to make the workplace more respectful. Average totals of more than 105 should be cause for celebration – while there may be a few areas to work on, your organization is probably healthy and on the right track.

The Reporting Process and Discussion

1. If the facilitator has collected the surveys, the meeting begins with a report back on themes including both areas of concern and areas to celebrate.
2. Team members are given opportunity to ask questions about the survey report.
3. Team members are given the opportunity for discussion (as below).
4. Leaders commit to positive action based on the results.

Facilitating a Discussion

Once people have heard about the results you may have them respond to some or all of the following questions, either in small groups or all together. If utilizing full group discussion it may be helpful to have people speak in turn and without interruption.

1. What surprised you or made you think as you worked through the assessment?
2. Were you reminded of any long-standing issues? Please explain.
3. What is an area of weakness in your workplace?
4. What is your place of work's greatest strength?
5. What shall we do to make our workplace more respectful?

Facilitation Considerations

- Who is the best person to facilitate both the process and discussion? What is their role within the team, and what are the potential dynamics to be aware of related to this?
- Consider group size. Think about which people work closely with each other. If the team is large (20+) you may want to utilize small group discussion more, with large group debriefing.
- It is often valuable to set guidelines or expectations for discussion. For example, how will you speak with each other when you disagree; how will you listen to each other (e.g., focus on listening for understanding, not for agreement or critique)? Note that differences of opinion are helpful and welcome; however, one should debate ideas, not people.

The Respectful Workplace Assessment tool is intended as a guide to facilitate discussion. This tool is not a scientifically validated instrument. No portion of these forms may be copied, reproduced or reprinted in any format without express permission from ACHIEVE.