



Behaviour Check

Self-Assessment

Sometimes, our words and actions are perceived by others in a different way than we intended. These misperceptions can be detrimental to the work environment and can lead to disciplinary action. To help keep yourself and others safe, use this assessment to reflect on your own behaviour in the workplace to ensure you are being respectful and making positive contributions to your workplace and co-workers.



*Do you spend time understanding and actively listening to others?
Are you mindful of your surroundings, your team's needs, and your role within the team?
Do you take the time to say, "thank you", "I'm sorry", and/or other verbal cues?
Do you ask for help when you need it, and offer help in return?
Do you seek and/or accept feedback in a positive, non-judgmental way?*

Humility

Truth

*Do you respect the opinions of others and avoid passing judgment if thoughts differ from yours?
Do you use an inclusive and collaborative problem-solving approach when faced with a conflict?
Do you encourage an open dialogue with opportunity for conversation?
Do you report behaviours that seem to be/feel to be unethical and/or unwelcomed?*

*Do you relay valuable information and share your experiences with others?
Do you have a work-life balance?
Do you participate in any self-care practices?
Do you respond to situations with a clear mentality (calm, level-headed, peaceful)?
Do you use a cautious approach when unfamiliar with something and/or someone?*

Wisdom

Love

*Do you offer support to stakeholders, co-workers, and management when needed?
Do you show appreciation and recognize the contributions of others?
Do you maintain a clean and safe working environment?
Do you contribute to a positive morale and emotional culture (making small talk, offering common courtesies, etc.)?*

*Do you avoid gossiping about others?
Are you considerate and discreet about others' situations and confidential matters?
Do you participate wholeheartedly in meetings, reviews, training, etc. without distractions?
Do you respond in a timely manner to all communications?
Do you follow through on commitments and obligations?*

Respect

Trust

*Do you demonstrate professionalism that aligns with your workplace culture?
Do your actions reflect positively within your community?
Do you demonstrate credibility (trust, belief) within your team?
Do you help to provide a safe space for yourself and others?*

*Do you take breaks when needed?
Do you advocate for yourself and others?
Do you take responsibility for your actions?
Do you communicate concerns?*

Bravery

Setting Healthy Boundaries



Setting clear boundaries with co-workers is a non-confrontational and respectful way to ensure that you are not a part of any conduct that may be considered harassment. We all have our own history with our own experiences, so it is important to be non-judgmental and supportive of others while being mindful of our own needs.

Some Key Identifiers of Harassment

- ⇒ Preventing a person from expressing themselves, and/or from speaking to others
- ⇒ Yelling, threatening, constantly interrupting a person
- ⇒ Unwanted sexual advances and gestures
- ⇒ Making rude, degrading, or offensive remarks
- ⇒ Spreading malicious gossip or rumours
- ⇒ Name calling, intimidation, demeaning, or belittling behaviours
- ⇒ Setting a person up for failure
- ⇒ Isolating and ignoring a person
- ⇒ Making fun of a person's beliefs, values, political and/or religious choices

What are Microaggressions?

Workplace microaggressions are subtle behaviours that affect members of marginalized groups but can add up and create even greater conflicts over time.

What is Trauma-Informed Approach?

Trauma-informed approach emphasizes understanding how the traumatic experience impacts a person's mental, behavioural, emotional, physical, and spiritual well-being. It is relevant in the workplace because the impact of trauma can show up in people's day to day lives in many ways and it is not always recognizable.

Self-Guided Responses to Boundary Intrusions

A boundary intrusion means that there has been an alteration or shift in the limits of a professional relationship. When boundaries are crossed, it is important to act. Based on your needs, try one or more responses like these:

- ⇒ "(Name), I feel violated and disrespected by you because _____."
- ⇒ "You just exceeded / ignored / discounted / my limit."
- ⇒ "Stop. I don't need an explanation or excuse. I need you to know how I feel and what I need."
- ⇒ "That's none of your business, (Name)."
- ⇒ "(Please) take your hands off me."
- ⇒ "I feel you're intruding in my life / space / business."
- ⇒ "No, I won't discuss that with you."

If further assistance is required, please refer to the SHWP Toolkit and/or speak to your direct supervisor.

A Road Map to Healthy Boundaries in the Workplace

Assess your personal boundaries first



Communicate openly and upfront



Keep relationships professional



Delegate work when appropriate



Say "No" and offer alternatives



Take time off



Use technology to help