

HEALTHY MINDS

Civility and Respect



Civility and respect is present in the workplace when employees are respectful and considerate in their actions with one another, as well as with customers, clients and the public.

We need to be aware of what we say, how we say it, our body language, and physical reactions when engaging with others. Be careful not to assume what other people want or need and be respectful of differences.

When we show appreciate, care, and consideration for everyone, we are contributing to an environment that is welcoming and inclusive.

In any situation, you have control over the way you treat others.

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What can I do?

- Breathe - take a couple deep breaths before reacting; this lowers your blood pressure and gives you a moment to think about your next action**
- Be a calming force and explore solutions rather than escalating the situation**
- Avoid eye rolling, negative sarcasm, and distracting facial expressions**
- Attend communication, diversity and conflict resolution training**

Wellness Resources

Employee (and Family) Assistance Program

1-844-880-9142

<https://www.lifeworks.com>

Western Rehabilitation Services

Support Services Building RM 4159

Crisis Line (Reach Out)

Web Chat: <http://reachout247.ca>

(519) 433-2023 or 1-866-933-2023

Canadian Mental Health Association

<https://www.cmha.ca>

For more information, visit:

www.uwo.ca/hr/safety/wellness/healthy_minds/index.html



Western



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