

POSITIVE BEHAVIOURS

Promote Equality and Respect at Work

Behave Well Yourself

- treat your colleagues with respect and dignity
- own your own feelings, thoughts and behaviours – take responsibility for these as an adult at work
- be positive optimistic and solution focused, whenever possible
- maintain confidentiality – don't gossip behind peoples' backs
- abide by workplace ethics – do the right thing
- speak up if you hear something that is morally wrong or makes you uncomfortable – don't go along with the crowd
- even when dealing with a difficult colleague, you can remain respectful as well as being assertive
- if there's a problem, speak up in an appropriate way to the appropriate person rather than complain passively
- show gratitude to others who assist you – acknowledge what they do
- give people the benefit of the doubt – choose the best likely explanation rather than the worst
- when in doubt, ask someone, rather than assume you know what they are thinking
- if you make an assumption based on gender, just say, "Whoops! Maybe we should rethink that one" rather than pressing on
- communicate in open honest ways and listen to others.

Treat People Well

- start each morning with a cheerful greeting – just "hello" or "good morning"
- treat your colleagues as you wish to be treated every day, with courtesy and kindness
- if someone looks upset, ask what's wrong early – don't leave it
- be an active listener – show you genuinely care about your colleagues
- support your colleagues in practical ways in times of need
- be prepared to learn from others, whatever your position
- do not judge people based on their gender or your beliefs about what men/women/mums/dads/partners etc "should" do
- ask for opinion and input – it shows you care what your colleagues think
- give compliments often – recognise achievements wherever possible
- listen to what others have to say before expressing your viewpoint. Never speak over, butt in, or cut off another person
- avoid nit-picking, constantly criticising over little things, belittling, judging, demeaning or patronising
- apologise promptly and genuinely if you make mistakes or offend someone.

Contribute To The Work Environment

- build a sense of belonging by sharing jokes and your experiences when appropriate – ensure you include everyone
- include all coworkers in meetings, discussions, training, and events. While not every person can participate in every activity, do not marginalise, exclude or leave any one person out
- spread positivity – do something small each week: help someone out, buy a colleague a coffee, give someone a thank you text or card, share your lunch
- return calls and emails from colleagues promptly
- give credit where credit is due
- share any good ideas you have generously – avoid competition
- spread the word to others, when needed, that we treat people respectfully no matter their race, religion, gender, sexuality, size, age, or country of origin.

Now It's Your Turn

What small things can I do to help my organisation achieve gender equality?

1 _____

2 _____

3 _____

What can I do as an individual? (Consider your behaviours, beliefs)

1 _____

2 _____

3 _____
