**RESPECTFUL WORKPLACE**

**CHARTER**

***We expect:***

**To help each client to the best**

**of our ability**

This means that I will take every effort

to help each and every student who I

come in contact with.

**A willingness to look at new**

**ideas, new ways of looking at**

**things**

This means I will embrace new ways

of doing things, and I will not adopt

the attitude that things have always

been done this way so that change

cannot happen. I will be willing to

learn new technology and systems if

necessary and I will learn new ways

of doing things in order to move

things forward.

**To be aware of and respectful**

**of each others deadlines**

If someone has requested something

for me, I will reply promptly, or by

the deadline date given. I will make

every attempt to submit information

when it is required, and when I can’t;

I will provide a reasonable explanation

for any delays.

**That each person has a**

**responsibility to focus on**

**solutions, rather than on who**

**created the problems**

When something goes wrong, I will

not focus on pointing the finger at

the person responsible for the problem,

but instead will focus on how I can

offer solutions and what I can learn

from the experience.

**Regular communication**

This means that I will communicate

regularly in many ways. I will

endeavour to attend all scheduled

meetings and I will participate in the

meetings to the best of my abilities.

**To speak politely to staff and**

**students, using respectful**

**words, tone and attitude**

This means that I will treat others

with respect, without being rude,

without raising my voice, without

using derogatory or discriminatory

remarks.

**To be open and honest with**

**each other and show tolerance**

**of one another**

This means that I will deal with issues

in an honest way and that I will

communicate using language that

will not offend or insult the other

person. This also means that I will

make every effort to assist or accommodate

other staff members who

require extra time or patience from

me. I also expect that I will receive

the same consideration from others.

*Source: Mohawk College Continuing*

*Education*