



## Respect in the Workplace

*A best practice of  
the Construction Owners  
Association of Alberta*

### Cultural Component Implementation Checklist

- Read the culture component of the Respect in the Workplace Model (the “Model”) or similar resource.
- Assess the workplace along the lines of diversity, respect, interpersonal relations, team dynamics and interpersonal conflict.
- Ensure the organization has established standards of behaviour. The standard should prohibit bullying (i.e. non-status or general harassment), harassment and violence. It needs to communicate expectations, and provide mechanisms for receiving, investigating and resolving complaints.
- Consider diversity already existing in the workplace and identify groups the organization wants to attract and retain.
- Seek counsel with experts such as the Northern Alberta Alliance on Race Relations and if applicable, the Mennonite Centre for Newcomers.
- Survey government and community resources (community associations, Alberta Employment and Immigration, and regulatory bodies).
- Dialogue with community associations and individuals who identify with the groups identified. The Model or similar document will help identify some of the types of information needed.
- Use the cultural frameworks to analyze cultural attributes and create profiles of the groups identified.
- Assess training needs for supervisors and employees.
- Identify individuals to act as buddies, mentors, liaisons, translators, investigators and adjudicators. Provide additional training as appropriate.
- Conduct a policy and work rule review to determine what policies may require some adjustment to support a diverse workforce.
- Make decisions on what accommodations will be put in place at the outset. Keep an open mind and review this periodically as the organization gains more experience.
- Consider logistics if the plan involves transportation and the provision for accommodation (see logistics checklist).
- Identify what additional messages need to be communicated and how to communicate those messages during orientation.
- Have periodic and ad hoc meetings with mentors and liaisons to monitor for issues and opportunities to improve.
- Respond to complaints promptly while applying sound investigation principles.