

Appendix 1 Dignity in the Workplace – Maryfield College,

Acceptable Behaviour

- Politeness
- Respect
- Courtesy
- Manners
- Being valued / Affirmation (Positive)
- Realistic expectations
- Honesty / Openness
- Fairness
- Two-way communication (peer to peer) and (management / staff)
- Listening
- Acknowledgement
- Democracy
- Empathy
- Appropriate communication – acceptable language
- Clear communication at appropriate times
- Be polite
- Good manners
- Friendly
- Inclusivity
- Respect
- Empathy
- Professionalism
- Respecting personal space
- Not spreading gossip
- Listening – letting people have their say without interruption
- Valuing everyone's contribution
- Acting justly
- Feeling supported by other staff and management
- Accept responsibility and be prepared to apologise
- Feeling protected in the workplace
- Your contribution is acknowledged and validated
- Mutual respect
- Listening attentively
- Contribution valued
- Open and transparent – 'find a solution'
- Moving forward rather than holding grudges
- Opportunity to speak
- Acknowledge wrong doing – 'hold your hands up'
- Working in an environment that is – co-operative, collaborative and Inclusive
- Good manners – Positive communication (Tone)

- Respectful pupils – monitor / evaluate
- Accepting others – not taking others for granted
- Gratitude
- Kindness
- Tolerant
- Diplomatic
- Willing to acknowledge when you made a mistake / done wrong
- Encouragement
- Teamwork
- Courtesy
- Patience
- Respect
- Caring behaviour
- Empathy
- Understanding
- Positivity
- Welcoming
- Considerate
- Co-operation and collegiality
- Freedom of expression with courtesy / sensitivity
- Acknowledge of different roles and supporting others to fulfil those roles
- Awareness of other's roles
- Honesty
- Openness
- Peace – 'willing to be flexible and to forgive'
- Equality
- Sensitivity to others
- Transparency
- Civil
- Please / thank you – manners
- Eye contact
- Addressing a person by name
- Saying 'hello'
- Listening actively
- Not using your phone
- Smiling
- Communicate more information through official channels
- Mutual /equal respect
- Greeting each other (by name)
- Please and thank you / I'm sorry
- Respecting work space - not abandoning the photocopier etc. / tidy classroom / tidy staffroom) / borrowing and returning equipment.
- Punctuality
- Including and inviting people into conversations
- Being grateful /sharing positive gestures in gratitude
- Standing up / supporting your colleagues

- Showing an interest in people's lives
- Apologising / find solutions
- Respecting break times
- Noticing when a colleague needs help and lending a hand
- Being open-minded
- Welcoming – 'Hello' – 'How are you' – 'Smile'
- Respectful and kind to one another
- Help one another get through the day
- Listen to one another
- Give each other space when needed
- Say 'thank you' – show appreciation
- Have a laugh
- It's the little things that matter – make a cup of tea, hold the door open, say good morning and ask how they are?
- Be nice

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