



# Respect

**RESPECT** means treating others as you want to be treated.  
**RESPECT** means recognizing the value of people, property and the environment.

1. Read and think about the definition of Respect below:

**RESPECT** means treating others with consideration and kindness and recognizing the value of people, property, and the environment. Respect means treating others as you want to be treated.

2. Write what Respect means in your own words.

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3. Think about the quality of respect as it relates to your future position in the workplace. Then, answer the questions to complete the exercise.

**Work relations become more manageable when employees strive to treat everyone the way they would like to be treated. Respect between employers, employees, and clients, helps develop positive relationships and creates a happier, more productive environment.**

- How would you or someone you know show respect for your employer or teacher? Give at least one example.

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- How would you treat your peers at work with respect? Give at least one example.

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4. Consider the following statements and answer the questions below.

**Disagreements in the workplace will happen occasionally. With respect and thoughtful interaction, disagreements can be managed effectively. Has someone ever disrespected you, or someone you know, at your work or at school during a disagreement?**

- What did you, or someone you know, think about the situation?

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- What was the consequence of that action for you and for the person who exhibited a lack of respect?

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5. Write down how you would act in the following situations. Be sure to include your thoughts, actions and feelings for each scenario.

- The company you work for is known for its professional environment and has a strict dress code. You observe a work peer entering the office building chewing gum, listening to an iPod and wearing shorts with flip flops.

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- There is a problem that has been brought to your attention at work. You need to speak to your employer right away. She is on the phone with the door closed.

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- Punctuality is important in your place of employment. You were stuck in traffic on the way to work and are now late for an employee meeting.

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6. Consider the following information and answer the question presented.

**When you join the work force, you will have the power to earn promotions and raises and to create a pleasant environment by exhibiting respect for others and your surroundings. How do you think people can show respect at work?**

Examples include: not gossiping, practicing good primary manners by saying “thank you” and “please,” avoiding personal telephone calls, etc. Write your answer, including examples, in the space provided below.

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7. Use the letters of RESPECT to create an acrostic poem that describes ways to show respect. Write a complete sentence, using each letter to begin one verse of the poem. Examples include: Respect the feelings of others. Everyone deserves to be treated with respect. Socio-economic status should not determine who receives respect. Etc.

**Explain how your descriptions of respect would impact your workplace environment.**

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8. Write a short, concise sentence that you could include on your resume or in a cover letter to a prospective employer that describes how or why Respect is part of your character.

**Essay assignment: On a separate sheet of notebook paper, write a one-page essay describing how demonstrating respect in the workplace will benefit both you and your place of business.**

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