

RESPECTFUL WORKPLACE ORGANIZATIONAL READINESS SELF-ASSESSMENT



PURPOSE

Creating and maintaining a respectful workplace requires thoughtful planning and an understanding of the organization's readiness for implementing a comprehensive approach. This self-assessment tool is designed to help company leaders establish a readiness baseline by evaluating key areas that support a respectful workplace. The tool helps leaders identify existing strengths, uncover potential gaps or barriers, and prioritize areas for improvement.

HOW TO USE THIS TOOL

This collaborative tool is designed to engage construction company leaders (and/or key decision makers) in a conversation about existing respectful workplace practices and policies. Review the questions and for each statement, select the response that best reflects your organization's current status. The purpose of this assessment is not to pass or fail, but to identify strengths, opportunities, and priorities for improvement.

After completing the assessment, review areas receiving 'Needs Improvement' or 'Not on Our Radar' ratings and discuss potential actions with leadership, managers, employees, and other key stakeholders. Repeating the assessment periodically can help track progress and support continuous improvement in your respectful workplace efforts.

RESPECTFUL WORKPLACE DEFINITION

A respectful workplace is one in which all employees feel safe, valued, respected, and are treated with dignity. In a respectful workplace, inappropriate communication, rude behavior, unfair treatment, discrimination, harassment, and bullying are not tolerated and policies and procedures for reporting incidences of disrespectful and harmful behaviors are enforced and well understood by all employees.

RESPECTFUL WORKPLACE SELF-ASSESSMENT TOOL

1. LEADERSHIP COMMITMENT AND MOTIVATION

KEY QUESTIONS	DOING WELL	NEEDS IMPROVEMENT	NOT ON OUR RADAR	NEXT STEPS/ NOTES
Does leadership understand the reasons for undertaking a respectful workplace program?	☐	☐	☐	
Do organizational goals and priorities align with respectful workplace programming?	☐	☐	☐	
Do leaders regularly communicate the value of respect in the workplace to owners, employees and subcontractors?	☐	☐	☐	
Does leadership behavior consistently reflect the values of respect in the workplace – i.e. do they “walk the talk?”	☐	☐	☐	
Does the organization allocate time and budget that enables jobsite leaders to focus on and deliver respectful workspace practices including education and training?	☐	☐	☐	

ADDITIONAL NOTES:

2. POLICIES AND PROCEDURES

KEY QUESTIONS	DOING WELL	NEEDS IMPROVEMENT	NOT ON OUR RADAR	NEXT STEPS/ NOTES
Is respect in the workplace part of the organization's mission statement or Code of Conduct? Do employees understand behavioral expectations?	☐	☐	☐	
Does the organization have an explicit harassment and discrimination policy and does it comply with all EEOC requirements?	☐	☐	☐	
Does the organization have a formal employee orientation that clearly outlines expectations regarding respectful workplace behavior?	☐	☐	☐	
Are all subcontractors required to participate in a respectful workplace orientation?	☐	☐	☐	
Does the organization have an effective Incident Reporting System? Are all employees familiar with the Reporting system?	☐	☐	☐	

ADDITIONAL NOTES:

3. JOBSITE PRACTICES

KEY QUESTIONS	DOING WELL	NEEDS IMPROVEMENT	NOT ON OUR RADAR	NEXT STEPS/ NOTES
Is it an organizational expectation that each jobsite have a respectful workplace plan?	☐	☐	☐	
Are crew members routinely involved in respectful workplace activities—e.g. toolbox talks, trainings, skip-level lunches?	☐	☐	☐	
Do jobsite leaders receive training in respectful workplace practices and does it include incident management?	☐	☐	☐	
Do crew members know what to do and who to report to when an incident occurs?	☐	☐	☐	

ADDITIONAL NOTES:

4. ACCOUNTABILITY AND PERFORMANCE

KEY QUESTIONS	DOING WELL	NEEDS IMPROVEMENT	NOT ON OUR RADAR	NEXT STEPS/ NOTES
Across jobsites, are there consistent response and follow-up procedures when an incident occurs?	☐	☐	☐	
Do you track organizational progress toward meeting respectful workplace goals – e.g. surveys, pulse checks etc.?	☐	☐	☐	
Are operational and jobsite leaders accountable for maintaining respectful jobsites?	☐	☐	☐	
Are all employees held equally accountable if they violate workplace fairness policies?	☐	☐	☐	

ADDITIONAL NOTES: