

# CONFLICT RESOLUTION & RESPECTFUL WORKPLACE

## GUIDELINES



### 1. CONFLICT RESOLUTION

Conflict is unavoidable and is inherent within all organizations and groups. Conflict is not the same as disrespect, although people may behave disrespectfully within conflict.

There are many sources of conflict, including disagreements, personality clashes, and differences of opinion. When workers share a high level of trust and have strong communication skills, conflicts are usually easily navigated and resolved.

However, minor conflicts can quickly escalate when there is a breach of trust, a miscommunication or misinterpretation of words or actions, or a lack of interpersonal or problem-solving skills.

### 2. RESPECTFUL WORKPLACE

Disrespect is any type of behavior that causes offense to someone else. This might include putting others down, abusing them verbally, avoiding or ignoring them, bullying them, and using negative body language.

Respect, on the other hand, is when people treat each other with consideration and empathy. When people respect each other they safeguard the dignity of their coworkers. Respect encompasses more than just showing restraint and putting up with certain people or behaviors.

Respect also entails welcoming differences and recognizing that they contribute to a vibrant workplace.



### 3. FOCUS ON IMPACT

When it comes to issues of respect and conflict, it is the impact of our actions that matters - not our intentions. An individual may not intend to be disrespectful, but if their actions are perceived that way, then the behavior is disrespectful.

If our intent was not malicious, but the effect was negative, we must acknowledge, apologize for, and change our behavior, even when we meant no harm.

When tensions around disrespect or conflict arise in the workplace, let the following principles guide you:

## BEFORE DOING ANYTHING, REMEMBER:

**A.**

Most people do not act with poor intentions, so when you are feeling badly about something someone has done or said, assume that they probably did not mean to hurt you.

**B.**

Most people want to be approached directly when someone else has a concern about something they have done or said.

**C.**

Email and social media are very poor ways to address disrespect and conflict. They typically only escalate the situation. Address issues in person, or if that is not possible, over the phone.

## 4. STARTING A CONVERSATION



1. Most people prefer to be asked about their actions first rather than being told how their actions did not work – so start with a question about what was behind a certain action.

For example, “I’m curious about what you meant when you said...”

2. Listen – try to understand.
3. If necessary, share about the impact of their action, and say what you would prefer they do moving forward.

## 5. HAVING TROUBLE?

1. Ask if there would be a better time to talk.
2. Suggest bringing in another person to help the conversation (peer or manager).
3. Approach your team leader for confidential coaching on how to handle the situation.

Note that a manager will not generally convey a message on your behalf. Instead, they will help you figure out what to say or do, or they will hold a joint meeting to help everyone talk.

