



We Are: **RESPECTFUL** AFMC Connect

GOAL: Create a respectful workplace where individuals can thrive

SUPERVISOR NOTES

TOOLS TO PREPARE YOURSELF

1. Now, more than ever, where physical distances may be an issue, "checking in" to maintain connection with your personnel is essential.
2. Consider sharing with your personnel the Mutual Respect video as part of this month's focus: (2:05) <https://www.airman.af.mil/Products-and-Services/Videos/Heritage-Today-Video-Series/Mutual-Respect>
3. Keep in mind, when Airmen are seen, heard, and valued their performance and productivity increases.

NOTE: This tool has been tailored to allow supervisors flexibility in facilitating this month's discussion topic. Some suggested methods include individual discussions, office telecons or video telcon using Microsoft Teams.

Anderson, L. M., & Pearson, C. M. (1999). Tit for tat? The spiraling effect of incivility in the workplace. *Academy of management review*, 452-471.

Harter, J., Schmidt, F., & Hayes, T. (2002). Business-unit-level relationship between employee satisfaction, employee engagement and business outcomes: a meta-analysis. *Journal of Applied Psychology*, 87, 268-279.

THE EXTRA MILE

ADDITIONAL RESOURCES

1. PACE Excellence video: (3:47) <https://www.airman.af.mil/HeritageToday/>

MISSION PLAN

HOW TO EXECUTE

FRAMING THE CONVERSATION

Respectful workplaces result in improvement in communication, reduction of stress, fewer conflicts and increased productivity and mission readiness.

Disrespectful workplaces can result in a nearly 50% reduction in productivity, increased safety errors and reports of workplace harassment and bullying. Conflict in the workplace is inevitable, but how we respond to conflict is a choice.

With the current environment we are all operating under, maintaining respect both in person and virtually in day-to-day interactions is essential. Coworkers and supervisors should agree on common boundaries and expectations and create an environment that fosters honest conversations when workplace norms are not followed or working.

SUGGESTIONS FOR SUPERVISORS:

1. Use this tool to assist in checking on your staff this month
2. Highlight the importance of respect in your workplace (physical or virtual)
 - a. Ask your team to share:
 - i. What kinds of actions from coworkers and leadership make them feel respected
 - ii. How does our work center support respectful behavior
3. Discuss ways to respectfully address conflict in the workplace with your team
4. Review the "3Ds" of Bystander Intervention on the back page with your team

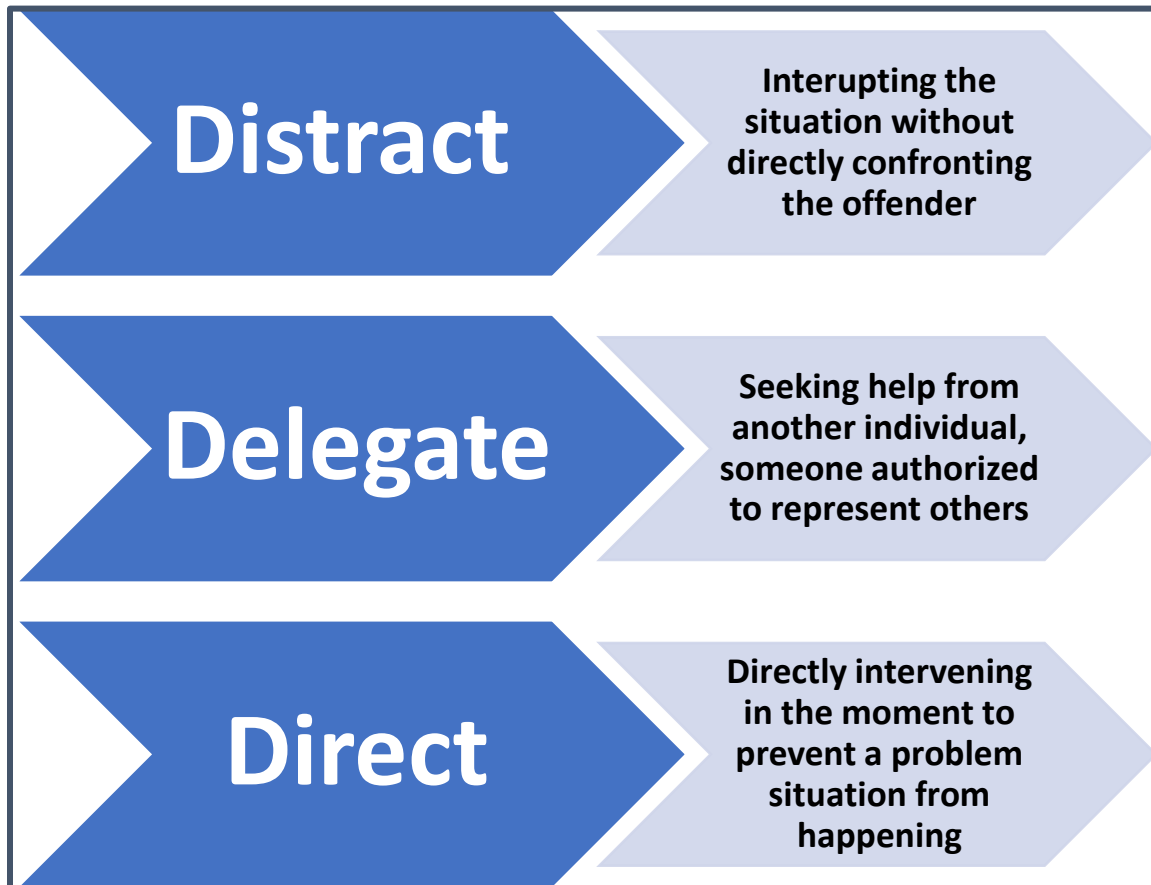
MISSION CHALLENGE HOW TO APPLY THE LESSON

Have your team virtually create list of *house rules* of their ideal workplace. You can use Microsoft Teams to create a group chat on the subject or post a document on a share-drive that your team members can add to. Have them include not only what expectations they have but also what boundaries exist that should not be crossed.

Post these rules someplace that can be shared with your work center and commit to following them. Remember some rules may be unique to your work center and some may be created from your squadron, wing, Air Force, or a larger community.

AFMC Connect allows you to have open, genuine discussions with your employees on the values and culture that represent the Air Force. This 15-30 minute discussion replaces traditional formalized training to allow you to frame the concepts in the way that best meets the needs of your Airmen.

Apply these strategies when choosing to intervene:



Resources for help:

- **Air Force Employee Assistance Program (AF EAP)**
 - 866-580-9078 ~ afpc.af.mil/EAP
- **Military One Source**
 - 800-342-9647 ~ militaryonesource.mil
- **DoD Safe Helpline**
 - 877-995-5247 ~ safehelpline.org
- **National Suicide Prevention Lifeline**
 - 800-273-8255 ~ suicidepreventionlifeline.org