

Disrespectful Behaviors

Check (✓) each behavior that you experience or observe demonstrated by others in any teams of which you are part. Think about how it makes you feel and the impact on your performance and interactions with others.

- Not seeking to understand or not considering others' opinions and perspectives
- Chronically complaining and being unduly negative
- Making discriminatory comments
- Inappropriately CC'ing or BCC'ing others on emails
- Speaking negatively about others behind their backs
- Ignoring, excluding, or ostracizing others
- Speaking loudly or discussing personal matters in a public area
- Giving misleading information or even lying
- Being hypocritical – saying one thing and doing another
- Refusing to accept responsibility for their own mistakes
- Using inappropriate language or behavior; making “jokes” that are in bad taste; making sarcastic remarks
- Not paying full attention to others who are speaking e.g., checking email; texting; not making eye contact; not using their webcam in virtual meetings
- Interrupting others while they are speaking
- Jumping to conclusions and being presumptuous
- Failing to fulfil own job responsibilities or commitments
- Making excessive use of social media, the internet, or personal phone calls
- Bragging about their own accomplishments
- Raising their voice inappropriately to control discussions
- Rambling or otherwise dominating conversation time
- Over-stepping boundaries – personal and/or professional
- “Passing the buck”; dumping work or blaming own shortcomings on others
- Taking credit for others' accomplishments
- Arriving late to meetings or calls, and/or being unprepared
- Not following-through or getting back to people in a timely manner
- Being publicly critical of others and their ideas

Total number checked.