



Tohono O'odham Nation Health Care

DIGNITY AND RESPECT IN THE WORKPLACE

The Tohono O'odham Nation Health Care is committed to the creation of a positive and productive working environment. EVERYONE has the right to be treated with DIGNITY and RESPECT. The Tohono O'odham Nation Health Care expects you to treat your subordinates, co-workers, supervisors, customers, patients, and the public with dignity, respect, and appreciation. This is your contribution to making the work environment positive and productive.

- DO NOT gossip about or belittle your subordinates, co-workers, supervisors or organization including communication through technologies such as cell phone messages, text messages, social media posts and emails. Your statements WILL get back to the offended person. Such unprofessional behavior can perpetuate a vicious cycle of gossip and result in unnecessary animosity and hard feelings.
- If an issue arises, address it professionally, not personally. Deal with the individual privately, not publicly. Humiliation and embarrassment are not acceptable practices. Everyone involved loses a degree of respect and credibility when disputes are public and communications lack dignity and respect.
- Anger is a normal reaction to many situations, but it is imperative that you control your anger by controlling what you say, whether it be verbally or in letters and memos. Your anger WILL create anger in the other person, and all conversation then loses any meaning or significance. Your communications should always be conveyed in a professional manner and stay focused on the issue.
- You don't have to like someone in order to be able to work with them. In fact, it is highly unlikely that you will get along with everyone that you come in contact with. However, it is a requirement that you treat them in a professional manner with dignity and respect. You will be surprised at how often this courtesy is returned in your favor.
- Be sensitive to the way your words may be perceived by others.
- Think about the impact of what you are going to say before you say it.
- Think about the special sensitivities of the people around you.
- Consider that what may be acceptable behavior to you may not be acceptable to someone else – avoid the appearance of impropriety.
- Don't tolerate other's use of derogatory or insensitive remarks about people. Tell them that their remarks are inappropriate. If they continue, report it to your supervisor.
- Treat everyone with dignity, respect, and appreciation.