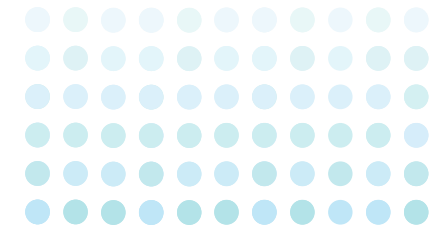


# TEAM CHECKLIST

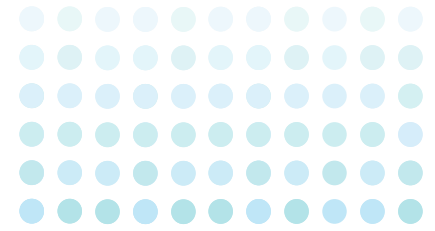
People are more likely to speak up against discrimination, harassment – including sexual harassment and abuse of authority – if they believe they will be supported. How well is your team doing with this? If room for improvement, what might be done, or who could you reach out to for help?



QUESTION	YES	NO	PARTLY
1. We have agreement on how we behave as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. We discuss what policies and procedures say about how we should behave at work or in work contexts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. We have an agreed process to deal with conflict in our team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. We have an agreed process to give each other feedback on our behaviours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. We regularly check in to see how well we are working together as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. We have ground rules or principles to guide team members to take bystander action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. We have made a collective agreement to use bystander action in our team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We actively encourage equal participation from everyone in team meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. We acknowledge the efforts and contributions of all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. We encourage the equal contribution of ideas, regardless of our differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. We take steps to build a welcoming, respectful and inclusive culture in our team, Section, Department and Organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. We take collective responsibility for addressing discriminatory, sexist, harassing, or abuse of authority issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. We are committed to providing a fair and respectful workplace for women and members of LGBTI+ community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. We are committed to providing a fair and respectful workplace for all of us.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# SELF CHECKLIST

We all have a responsibility to provide a fair and respectful work environment. How well are you doing with this? How could you improve?



QUESTION	YES	NO	PARTLY
1. I am mindful of the ST/SGB/2019 and am always careful not to discriminate, harass, use sexist language, or make unreasonable requests or make unreasonable requests - or any derogatory, offensive, or discriminatory remarks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I understand that taking bystander action at any time (at the moment or after) is important because doing nothing supports and encourages the behaviour and attitudes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am receptive to feedback, realizing that feedback is a gift, valuable for my own growth and development and to ensure a good work environment for all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I actively seek out feedback on how I could communicate and work with others more effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am mindful of the impact I have on others; on how others feel about how I behave at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I always try to "put myself in their shoes", to consider the situation from the perspective of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I will give feedback directly to the person who said or did something that seemed unfair or disrespectful - aiming to stay courteous, thinking about how and when to best say something so that it will be well-received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I avoid generalizations and share only specific issues, being sure to focus on the impact it had on me, and if possible, invite dialogue to hear their perspective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I do not gossip, which is polarizing and divisive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I see the value of ongoing and inclusive communication – empowering others to have input into decisions; and keeping all informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I use gender-sensitive language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I make efforts to ensure that all colleagues feel included and valued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I am a bystander champion, in that I:			
• Model appropriate behaviour and attitudes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Advocate for the use of bystander action in my Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Model the use of bystander action in team settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Support others to use bystander action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Keep informed about – and giving input on – the policy and procedures for ensuring all are shown dignity and respect throughout the Organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>