At the all-directorate meeting on February 26th, we participated in an exercise to uncover our individual thoughts on what respect and disrespect look like to us. Here are the results, with a few duplicates taken out, statements cleaned up and put into themed categories, and all “disrespect” statements flipped to “respect” statements.

Let’s start using this new understanding of each other to create the most respectful and caring organization we can. If we treat each other according to these ideals, the MIT Community will most certainly benefit!

A. Respect looks like **acknowledgement**
   - Acknowledging a colleague’s presence, such as saying hello when passing by
   - Acknowledging my thoughts and ideas no matter how insane
   - Acknowledging and validating colleague’s contributions in a meeting
   - Being heard
   - Appreciating the contributions of colleagues with specific informed praise
   - Expressing gratitude
   - Not presenting someone else’s ideas as your own

B. Respect looks like **inclusion**
   - Making introductions to colleagues who may not know each other
   - Encouraging participation by everyone in a meeting or in a group
   - Correcting a situation when a colleague is interrupted or cutoff in a discussion
   - Learning about cultures other than your own and incorporating that knowledge into your interactions
   - Being inclusive in event planning and invitations
   - Inclusive communication
   - In spite of length of time on the job, being included in many discussions, committees, taskforces, etc.

C. Respect looks like **trust**
   - Giving colleagues the benefit of the doubt and assume they are coming from a place of competence and caring for what happens in the workplace
   - Starting from a place of trust in our coworkers
   - Accepting that not everybody is coming from the same place that you are and accepting that they have valid contributions to make.
   - Valuing and trusting everybody’s expertise and unique contributions to the workplace, regardless of position or location in the organization
   - Recognizing when you are assuming something about a colleague’s capabilities and what negative consequences might be generated as a result
   - Recognizing that one person’s actions /attitudes don’t represent an entire department

D. Respect looks like **listening**
   - Listening when a colleague is presenting and avoiding side conversations
   - Paying good attention and listening to colleagues
All-directorate Meeting - Respect looks like:

- Listening and responding in a rational manner
- Listening, recognizing concerns, honesty, manners and waiting your turn
- Not assuming anything about colleagues based on age, race, sexual orientation, position, etc.

E. Respect looks like **valuing each individual’s expertise** and contributions
- Avoiding remarks that imply negative judgments about a colleague’s position in the organization.
- Understanding that you may not know all about a colleague’s position and what they contribute to the services we provide.
- Being asked to share your knowledge with others
- Treating me like a resource & trusting me as a resource
- When my knowledge is recognized and sought out
- Being trusted to take on higher level work and take on a larger role when gaps need to be filled
- Asking for help using established best practices
- Having an equal voice

F. Respect looks like **embracing different opinions** and disagreements as opportunities for deeper understanding and relationship building
- Using constructive ways of expressing disagreements and differing opinions
- Demonstrating understanding by accurately representing points of view you disagree with
- Accepting that disagreement and differing opinions can be a powerful way to innovate and shed light on complex topics
- Discussing a disagreement directly with the one with whom you disagree, rather than talking about it just with colleagues
- Considering ideas of others before advancing your own
- Letting go of grudges
- Checking the validity of assumptions

G. Respect looks like **supportive supervisory and management practices**
- Having supportive supervisors & coworkers
- Having the information about where and why a decision is being made and trusting the decision makers to take into account many factors that contribute to good decision making
- Having supervisors who support & nurture personal professional development
- Being clear when work is delegated
- Being trusted by ones supervisor to initiate and carry out projects of my own devising
- Having supervisors who don’t micro-manage
- Giving me time to do my job
- Encouraging growth for every staff member in their jobs

H. Respect from our community looks like **honoring Library policies and processes**
- Users who understand and work within our policy guidelines
- Patrons honoring our policies and not demanding specific treatment
- Faculty members acknowledging the contributions and expertise of library staff

I. Respect looks like recognizing and **honoring what your colleagues’ need to do their job**
All-directorate Meeting - Respect looks like:

- Demonstrating that my time is as meaningful as other’s
- Using a colleague’s time efficiently
- Being considerate of others’ time & feelings
- Respecting when a colleague needs concentrated time and not interrupting their work
- Responding in a timely fashion to other people’s work
- Patience when people are trying to help you
- Absence of microagressions
- Showing up to events when you’ve said you’d be there