



Spread Civility in the Workplace... It's Contagious

How we treat one another at work matters. In fact, it is infectious. Repeated kind or rude behaviors will spread across an organization faster than the common cold, and can affect morale, performance, and well-being.

Research has found that groups exposed to incivility have a harder time completing tasks that require cognitive skills, such as brainstorming, information processing, and problem solving. Fortunately, past negative behaviors can be changed. Every employee has the power to create a winning atmosphere by spreading kindness and respect at work.

Try these five simple ways to create a kinder atmosphere at work and watch the effect it has on others:

1. **Acknowledge others.** Smile when you pass someone in the hall, say “good morning” and “goodnight” to your colleagues. These are easy ways to convey warmth and make others feel valued.
2. **Get to know your neighbor.** We spend a lot of time with our coworkers, so make it a priority to learn their likes and dislikes. This includes their communication preferences and work styles. Asking coworkers whether they would rather be told information in person or via email is a small gesture that can make a huge difference.
3. **Share resources.** Be approachable and offer help to others. Do this by giving others your time and attention, as well as, sharing information, knowledge, and anything else that might be useful.



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4. **Show gratitude.** Make an extra effort to genuinely thank your colleagues and be sure it is specific and timely. Bonus, if you share how they went above and beyond with their supervisor.
5. **Become more self-aware.** More often than not, your intentions are not to hurt or offend someone else. Most rude behaviors arise from a lack of self-awareness. To assess your level of civility and learn about ways you can improve click here.

Resources:

<http://www.christineporath.com> Porath, C. (2015, June 19). No time to be nice at work. New York Times.

Retrieved from <https://www.nytimes.com/2015/06/21/opinion/sunday/is-your-boss-mean>

Metzinger, D. (2017, May 3). 7 simple acts of kindness for a better workplace Govloop.

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