

UNIVERSITY OF THE DISTRICT OF COLUMBIA

Principles of Ensuring Equity, Civility & Respect in the Workplace

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UDC | Turning Potential *into* Power



Service Standards

Courteous
Responsive
Effective
Efficient

UDC Core Values

are principles set by the University of the District of Columbia that should be exemplified by each member of the campus:

Collaboration

Innovation

Integrity

Sustainability

Excellence

Inclusion

UDC's Vision Statement

Establish UDC as a leading National Public Urban University through:

- 1. Excellence in student achievement**
- 2. Strong alignment with local workforce needs**
- 3. Impactful service to the community**

Why This Matters

Creating a workplace where everyone belongs

**By the end of this session,
participants will be able to:**

- **Define equity, civility, and respect in the workplace.**
- **Recognize behaviors that foster an inclusive and psychologically safe culture.**
- **Identify barriers that prevent equitable treatment and full participation.**
- **Practice strategies that strengthen trust, accountability, and collaboration.**
- **Commit to actions that promote a respectful work environment.**



**A respectful workplace is
created on purpose**

It is shaped through intentional daily actions, consistent leadership, clear expectations, and shared accountability.

**Intentionality turns values
into culture.**

Understanding Equity

Equity means giving people what they need to succeed



Equality

Everyone receives the same resources, even when needs, barriers, or circumstances are different.



Equity

People receive resources, access, and support based on what they need to participate and succeed.

Equity in Action

- Fair opportunities
- Removing barriers
- Inclusive decision-making
- Accessible communication
- Supporting diverse perspectives



Remember

Equity is about fairness, not favoritism.

Civility: The Everyday Choice

Civility builds strong teams



How Civility Shows Up

- Active listening**
- Professional communication**
- Courtesy and kindness**
- Assuming positive intent**
- Respecting differences**
- Constructive feedback**



Civility Looks Like

- Greeting coworkers**
- Including everyone in discussions**
- Addressing disagreements respectfully**
- Managing conflict professionally**
- Repairing harm when needed**

“Small acts of respect create lasting cultures of excellence.”

Respect is more than being polite

Respect means valuing every persons:

Ideas

Experiences

Contributions

Identity

Background

Perspective

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Reflection Question

How do others experience working with me?



Respectful Behaviors

**Listen without interrupting.
Acknowledge contributions.
Honor confidentiality.
Speak professionally.
Be accountable for your actions.**

Small inequities over time create significant disparities



Common Workplace Challenges

Unconscious bias
Stereotypes
Favoritism
Microaggressions
Exclusion from opportunities
Unequal access to information

Ask the Equity Questions

Who has a voice?

Who is missing?

Who has opportunities to grow?



Impact

Small patterns become culture when they go unaddressed.

Building an Inclusive Workplace

Everyone has a role

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Leaders

Model respectful behavior
Ensure fair opportunities
Encourage diverse viewpoints
Address concerns promptly
Build psychological safety
Lead with accountability

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Employees

Practice empathy
Speak respectfully
Include others
Challenge bias appropriately
Continue learning

The Goal: Psychological Safety

Valued

Heard

Supported

Included

From Intention to Action

What can we do every day?

- Listen before responding.
- Seek to understand different perspectives.
- Give credit where it is due.
- Use inclusive language.
- Address disrespect immediately.
- Be open to feedback.
- Continue learning.



Culture is shaped by what we consistently practice

Values become real when they are visible in conversations, decisions, meetings, feedback, recognition, and accountability.

Daily practice builds trust.

Maintaining the Culture

How to keep equity, civility, and respect alive after training

1

Make It Visible

Post shared norms in team spaces. Begin meetings with a culture reminder. Use consistent language when discussing equity, civility, and respect.

2

Make It Routine

Add respect and inclusion checkpoints to staff meetings, onboarding, retreats, project launches, and supervisory check-ins.

3

Make It Safe

Create clear ways for employees to raise concerns, ask questions, and receive support without fear of embarrassment or retaliation.

Maintenance happens when values become habits, language, expectations, and daily routines.

Developing the Concept in the Workplace

How to grow from awareness to shared ownership

1 Name the Standard

Define what respectful, civil, and equitable behavior looks like in your unit.

2 Practice the Standard

Use role-plays, scenarios, coaching, and real workplace examples.

3 Reinforce the Standard

Recognize employees who model inclusion, accountability, and respectful communication.

4 Correct the Drift

Address disrespect, exclusion, or inequitable patterns quickly and consistently.

Development is a cycle: define it, practice it, reinforce it, and correct it.

Leader Practices That Sustain the Culture

What can managers, supervisors, and team leads do consistently?



Set Expectations

Begin projects by naming how the team will communicate, share information, make decisions, and handle disagreement.



Coach in Real Time

Use private, respectful coaching when language, tone, or actions undermine belonging or trust.



Audit Opportunity

Review who gets stretch assignments, recognition, access to information, and development opportunities.

Leader Reflection: “What systems am I responsible for that either open doors or create barriers?”

Employee Practices That Strengthen the Culture

Equity • Civility • Respect

Everyone contributes to the daily experience of the workplace

- Invite quieter voices into the conversation.
- Use respectful language, even when there is disagreement.
- Give credit publicly and feedback privately when appropriate.
- Ask questions instead of making assumptions.
- Interrupt bias, exclusion, and disrespect with professionalism.
- Follow through on commitments and communicate delays early.

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The Simple Test

**Did my words or actions
help someone feel
valued, heard,
supported, and
included?**

Our Commitment

Creating a workplace, we are proud of

Imagine a workplace where everyone:

- **Feels psychologically safe**
- **Is treated with dignity**
- **Has equitable opportunities**
- **Can contribute fully**
- **Feels respected every day**

Personal Commitment



Today I will...

This month I will...

The support I need is...

“Every interaction is an opportunity to build trust, demonstrate respect, and create belonging.”

Participant Assessment

Knowledge check and reflection

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Choose A Statement

1. Equity means providing fair access and opportunities based on individual needs.
2. Civility is demonstrated by listening respectfully during disagreements.
3. Respect is demonstrated by valuing diverse experiences and contributions.

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Reflection

What is one action you will take this week to strengthen equity, civility, and respect in your workplace?

Closing Message: An inclusive workplace begins with each of us.

TUNE UP TUESDAYS

2026

SESSION TOPICS

JANUARY 2026	EFFECTIVE COMMUNICATION
MARCH 2026	MICRO-AFFIRMATIONS: BUILDING AN INCLUSIVE CULTURE
MAY 2026	BUILDING A COMPANIONSHIP CULTURE
JULY 2026	CREATING A CULTURE OF BELONGING AND RESPECT AT WORK
SEPTEMBER 2026	TEAM BUILDING FOR ORGANIZATIONAL SUCCESS
NOVEMBER 2026	MANAGING UP: STRENGTHENING PROFESSIONAL RELATIONSHIPS

**REGISTRATION INFORMATION
COMING SOON**