



## Workplace Civility

The purpose of this policy is to reinforce our commitment to the school's values of acting with integrity and personal accountability, to support a culture of inclusion, and to establish guidelines for civility and professionalism in the workplace.

### Civility in the Workplace

Employee Responsibility - All employees are expected to conduct themselves in a professional manner that promotes a safe, healthful, inclusive and productive work environment. Employees are expected to exhibit a high degree of personal integrity, civility and professionalism at all times while on the job. This expectation applies to all interactions with coworkers, supervisors, subordinates, customers, vendors, contractors, students, and/or visitors. Interactions may be verbal, nonverbal, physical, written, through imagery, electronic or digital means.

Disrespectful, unprofessional, and/or uncivil behavior is unacceptable and may result in corrective action, up to and including termination. Such behavior includes but is not limited to behaviors that a reasonable person would find embarrassing, offensive, or humiliating, such as:

- Use of profanity or otherwise offensive language or jokes
- Obscene or indecent gestures
- Shouting, yelling or other aggressive behavior
- Degrading, demeaning, humiliating or insulting comments
- Discriminatory remarks
- Racist, sexist or other slurs or symbols
- Name-calling
- Horseplay
- Harassment
- Retaliatory actions
- Personal attacks
- Acts of insubordination

Further, acts that constitute a violation of the school's Employee Handbook, including the Prohibited Conduct, Harassment, and Violence in the Workplace policies could lead to corrective action up to and including termination.

Supervisor Responsibility - Supervisors are expected to demonstrate leadership in exhibiting and promoting professionalism, civility and respect. This includes setting clear expectations and managing performance of those they supervise in accordance with these standards through regular communication and performance feedback. Supervisors are expected to address professionalism, civility and respect concerns and deficiencies through coaching and/or corrective action as appropriate.