

Respectful Work Environment Policy

Policy Number: HR-106

Effective Date: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on September 2, 2020.

Application: Applies to all employees, board members, volunteers, and contractors of the EWSHS.

History: This is a new Board Policy. This Board Policy was adopted to comply with HR Directive 20-03.

Article I PURPOSE

1.1 This policy sets forth the provisions for maintaining a respectful work environment at the EWSHS.

Article II. Respect DIGNITY AND CIVILITY AT WORK

2.1 The EWSHS believes that one of the tenets of inclusion is creating a work environment anchored to respect, dignity and civility. This policy outlines the EWSHS's firm commitment to ensuring a positive, healthy and professional work environment in which all people, irrespective of their position, are treated with respect, civility and dignity.

2.2 A truly respectful workplace requires the cooperation and support from each and every employee of the EWSHS. All employees are responsible to set a positive example and behave in a manner that will not offend, embarrass or humiliate others. Sometimes actions and behaviors, without intent, can offend others: There may be a gap between intent and impact. In these situations, it is important that employees own their behavior and work to build trust and respect in their relationships with other employees, volunteers, and the public.

Article III DEFINING RESPECTFUL BEHAVIOR

3.1 Respectful behavior includes, but is not limited to, the following:

3.1.1 Engaging others with an open, collaborative and cooperative approach;

3.1.2 Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin; color; religion; age; sex; sexual orientation, gender identity or expression; marital status; family status; veteran status; body shape/size; or any physical or mental disability;

3.1.3 Recognizing the dignity of a person through courteous conduct;

- 3.1.4 Committing to learn and develop an understanding of differing social and cultural norms;
- 3.1.5 Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs;
- 3.1.6 Emphasizing positivity and commonality rather than opposition or right and wrong; or
- 3.1.7 Finding ways to be constructive in providing feedback to others.

Article IV
DEFINING DISRESPECTFUL BEHAVIOR

- 4.1 Disrespectful behavior includes, but is not limited to, the following:
 - 4.1.1 Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior;
 - 4.1.2 Yelling;
 - 4.1.3 Belittling;
 - 4.1.4 Reprimanding in the presence of others;
 - 4.1.5 Aggressive or patronizing behavior;
 - 4.1.6 Embarrassing or humiliating behavior;
 - 4.1.7 Intimidation and/or coercion;
 - 4.1.8 Damaging gossip or rumors;
 - 4.1.9 Bullying;
 - 4.1.10 Inappropriate physical contact;
 - 4.1.11 Covert behavior (inappropriately withholding information, undermining, underhandedness);
 - 4.1.12 Micro-aggressions;
 - 4.1.13 Discrimination;
 - 4.1.14 Harassment;
 - 4.1.15 Sexual harassment; or
 - 4.1.16 Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

4.2 All employees, regardless of position, are required to read and comply with this policy. All employees are expected to treat their coworkers with dignity, civility and respect. If an employee is unsure regarding their obligations under this policy, they should consult their supervisor. All

employees are expected to speak up when they see disrespectful behavior, or to report it so it can be addressed. All employees are expected to take care of each other and create a safe space. All employees will commit to learning and growing through engagement and availing ourselves of workforce trainings on this and related topics.

Article V SUPERVISOR AND MANAGER RESPONSIBILITY

5.1 In addition to the above, all supervisors, managers and leaders at the EWSHS are responsible to:

- 5.1.1 Advise employees on how to uphold the values described in this policy and support their efforts to learn. If as a manager, supervisor or leader, you need assistance, contact human resources.
- 5.1.2 Lead by example. Create and maintain a workplace that demonstrates respect and professionalism.
- 5.1.3 Listen to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- 5.1.4 Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.

5.2 The EWSHS Board of Trustees will review this policy annually. As part of the review, the following data and criteria will be used to determine the success of this policy:

- 5.2.1 In the annual State Employee Engagement Survey, by 2023, 90% of our responding employees will respond positively to the question, “A spirit of cooperation and teamwork exists in my work group.”
- 5.2.2 By 2021, in the engagement survey, 80% of our responding employees will respond positively to the question, “My supervisor treats me with dignity and respect.”
- 5.2.3 As training becomes available, all employees will be encouraged to learn and implement respect, civility and dignity in the workplace.

Article VI COMPLIANCE

6.1 The directives indicated here are mandatory, and failure to follow them may lead to disciplinary action, up to and including termination.

6.2 These directives and the goals are regarded as a specific competency requirement in annual evaluations of job performance of Supervisors/Managers.

6.3 Supervisors/Managers will be required to explain how the goals identified in this policy have been achieved or exceeded.

6.4 Complaints associated with this policy should be processed in accordance with the

procedures set forth by human resources.

References that apply to this policy:

Washington Law Against Discrimination, Chapter 49.60 RCW	Title VII of the Civil Rights Act of 1964, Pub. L. 88-352
Initiative 200	Executive Order 12-02