



City of New London

Respectful Workplace Guidelines

These guidelines are intended to foster a better work environment and a more respectful workplace. They cover work relationships and work-related activities. They are not intended to apply to your non-work place or non-work related personal activities.

In the scope of your work or work-related activities, or on work premises:

Jokes and Comments:

1. There should be no overt jokes, innuendos or stereotyped comments or nicknames about race, sex, gender, religion, age ethnicity, sexual orientation, or physical or mental characteristics by any employee. Nickname or ongoing comments about other should not be disrespectful or based on negative traits.

Case by case exceptions will be granted. For example, if you **want** to be called “Red” because of the color of you hair or “Bill Biceps” because you weight lift, you may ask to be called that nickname. Management has the right to deny the use of a name. The more directly the nickname is related to an EEO category, the less likely it is to be approved for use in the workplace.

2. All employees have a duty to refrain **and** a duty to tell others that those jokes are not appropriate when they come to your attention.
3. Positive comments on a person’s professional or personal appearance are fine. Comments on one’s sexual appearance, sex-related attributes or sexual potential are **not** acceptable.
4. Do not make any romantic or sexual advances to another employee, customer or the public in the course of your work.

5. Do not respond to advances by another employee, customer or the public in the course of your work.
6. Do not flirt or engage in sexual banter or suggestive banter with any employee, customer or member of the public of either sex in the course of your work.
7. Graphics, faxes and computer messages of derogatory nature regarding any of the EEO categories or about individual employees should not be displayed, sent or downloaded into our system.

Civility

In an increasingly uncivil world, where rudeness can result in violent reactions, we are placing renewed emphasis on POLITENESS in the workplace. It is no longer tolerable for any employee to be openly rude or overtly uncivil to any other person.

Among the civil conduct issues are:

1. The control of bodily emissions (belching, flatulence, etc.) Use your manners, be considerate of what others may and may not want to experience.
2. No overt or frequent profanity.
3. No name-calling.
4. No threats of physical harm to people or property.
5. Treat others with respect in meetings, listen and do not talk over others, or carry on side conversations in meetings or training programs while another is speaking.
6. Give instructions or directions to others in a polite manner.
7. If someone is doing something you find offensive, disruptive, frustrating or wrong, tell them clearly, calmly, politely. If that does not work (or you do not want to confront the person), bring the issue to your supervisor or higher management. Do not “act out” your frustration toward the other person on your own.
8. If someone tells you that you are doing something that they find unwelcome, offensive, disruptive, frustrating or wrong, LISTEN. “Bite your tongue” and do not immediately react. Be calm and polite in your responses.

If you do not believe your own behavior should have to change, take your concerns to your supervisor or higher management for advice or resolution. Whether you agree or not, continue to be polite and considerate toward the person who showed the courtesy to come to you first about their concerns.

9. If you have a disagreement with another person, do so civilly without profanity, without name-calling, without raised voice or abusive language. You can disagree, and even argue, without being rude, abusive or disrespectful.

Issued May 26, 2004