

Policy Title	Policy Number	Date Approved/Revised
Respect in the Workplace	429	12/14/10 Revised: 5/21/19

1) General Statement of Policy

a) District 622 is a community of diverse races, creeds, cultures, and social affiliations. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment. We value each member of the District 622 community for individual and unique talents, and applaud all efforts to enhance the quality of the school district. We strive to maintain a climate of mutual respect and support constructive strategies for conflict resolution.

b) All employees of the school district are expected to practice basic principles of mutual respect by:

- Valuing each others' work and roles.
- Valuing each others' perspectives and opinions, even if there is disagreement, by expressing your own perspectives and opinions respectfully, without being demeaning, disparaging, insulting, or critical toward others.
- Being courteous to others.
- Behaving in ways that show respect toward co-workers and others.
- Developing relationships built on trust.
- Promoting a climate that is fair, supportive, and responsive.
- Creating a welcoming environment through our words, actions, and physical surroundings.
- Encouraging open and honest communication.
- Celebrating our differences.

c) Violent and/or offensive behavior will not be tolerated or condoned by District 622.

Violent Behavior includes, but is not limited to, the use of physical force, intimidation or abuse of power or authority when the impact is to control by causing pain, fear or harm (physical or emotional).

Offensive Behavior includes, but is not limited to: rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, or disrespectful language. Behavior prohibited under this policy also includes requests to engage in illegal, immoral or unethical conduct, intentional filing of an unfounded complaint, or retaliation for a complaint made under this policy.

d) It is the responsibility of every school district employee to follow this policy and for supervisors or administrators to investigate complaints made under this policy and to intervene as appropriate. Appropriate intervention for violations of this policy may include disciplinary action, up to and including termination from employment.

Rationale: *The purpose of this policy is to provide a respectful workplace for all District 622 employees*

Adoption and Revision History	Incorporated Policies
Policy L-040 UNPROFESSIONAL PERSONNEL PRACTICES This Policy Adopted: Jan. 22, 2008 Rescinded: December 14, 2010	Policy 306 ADMINISTRATOR CODE OF ETHICS This Policy Adopted: Mar. 11, 1997 Rescinded: Aug. 5, 2008
Policy 422 RESPECT IN THE WORKPLACE This Policy Adopted: Dec. 4, 2001 Rescinded: Aug. 5, 2008	
E-044 RESPECT IN THE WORKPLACE This Policy Adopted: Dec. 14, 2010	
429 RESPECT IN THE WORKPLACE This Policy Revised: May 21, 2019	

Legal References: