

Williamsburg Community

# Policy Guide

SECTION: Professional Employees

TITLE: Workplace Civility

ADOPTED: April 17, 2007

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;"><b>452. WORKPLACE CIVILITY</b></p> <p>This school district is dedicated to maintaining a workplace that is both productive and civil. We believe in promoting a climate of mutual trust and respect with every employee and customer treated fairly and courteously. We have adopted policies and practices which promote teamwork and a spirit of cooperation where employees may disagree on personal, social or moral issues, yet still work together effectively. We insist on clear and constructive communication patterns, personal integrity and honesty.</p> <p>Members of our staff will treat each other, our customers and the public with respect and expect the same in return. This policy promotes mutual respect, civility and orderly conduct. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace. In the interest of presenting our school district as a role model in the community, we encourage courteous, positive communications and will not tolerate volatile, hostile or aggressive actions.</p>
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