**6.13.1 Workplace Civility**

[Employer] is committed to a workplace in which everyone treats each other with dignity and respect.

The purpose of this policy is to communicate to everyone who participates in the workplace – employees, managers, supervisors, and other workplace participants – that [Employer] will not tolerate abusive conduct toward any workplace participant. Violation of this policy will result in discipline up to, and including, termination.

**Abusive Conduct Defined**

Abusive conduct is an intentional abuse of power or influence or a form of severe or pervasive abuse, conducted by one or more persons against another or others. It is inappropriate behavior that can be direct or indirect, whether written, verbal, physical, electronic, or digital.

Abusive conduct is malicious, knowing, intentional conduct that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. A single act shall not constitute abusive conduct, unless especially severe and egregious.

Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

**Reporting Violations of this Policy**

If you are experiencing a violation of this policy as described above, or if you know of or suspect another workplace participant has experienced a violation of this policy, report it immediately to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Safety Department, Compliance Department].

If you do not feel comfortable reporting to those above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [e.g., Human Resources Department, Personnel Department, EEO Department, Safety Department, Compliance Department or the President, CEO, owner].

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience or witness a violation of this policy, you must make a reasonable effort to make the violation known to management as soon as you experience or discover it. Discussing the violation with, or reporting the violation to, any person not listed above does not constitute a report.

**Workplace Investigations**

A report of a violation of this policy made to those listed above will result in an appropriate investigation of the allegations. [Employer] may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have violated this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator’s employment history, including any similar reports of policy violations and/or retaliation.

**Knowingly False Reports Prohibited**

Any employee or workplace participant who makes a knowingly false report of a violation of this policy will be subject to discipline, including termination.

**Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [e.g. your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Safety Department or Compliance Department].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [e.g. Human Resources Department, Personnel Department, EEO Department, Safety Department, Compliance Department, or the President, CEO, owner.]