

Civility in the Workplace

The ESD 112 board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality work and educational environment. Conversely, uncivil conduct interferes with an employee's ability to accomplish their work and an ESD program's ability to serve its students.

The ESD is committed to the core value of mutual respect for each person regardless of individual differences or characteristics. The ESD expects this value to be manifested in the daily behavior of all employees and those we serve. When differences exist, involved individuals will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on ESD property or at ESD-sponsored activities by employees, parents, students, volunteers, contractors, or visitors is prohibited.

This policy is not intended to require employees to manage threatening or intimidating behavior which is serious enough to cause employees to fear for their own safety.

Expectations

In support of this policy, the board of directors expects everyone who works for or who is engaged with ESD 112 to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Eliminate actions or behaviors that might provoke fear, anger, frustration, or alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed; and
- Seek to understand others' points of view and cultural perceptions.

Definition of Uncivil Conduct

For the purposes of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another (ex: rolling your eyes);
- Taunting, jeering, or inciting others to taunt or jeer an individual;

- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs;
- Demeaning or undermining colleagues;
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. "Uncivil conduct" also does not include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

ESD employees are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate supervisor, program director or cabinet member to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the program director or cabinet member.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

If an ESD employee fears for their own safety in carrying out the expectations of this policy, the employee should talk with their supervisor, administrator or the Director of Human Resources.

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

Cross References: 1620 - The Board-Superintendent Relationship
 2023 - Digital Citizenship and Media Literacy

4200 - Parent Access and Safe and Orderly Learning Environment

4220 - Complaints Concerning Staff or Programs

5010 - Nondiscrimination and Affirmative Action

5011 - Sexual Harassment of District Staff Prohibited

Legal References:

RCW 38A.330.100 Additional powers of board

Adoption Date: **11-18-25**