

# Policy 221 - Respectful Work Environment

## Expecting respect, dignity, and civility at work

At Lower Columbia College, we believe one of the principles of inclusion is creating a work environment anchored to respect, dignity, and civility. This policy outlines the College's firm commitment to ensuring a positive, healthy, and professional work environment in which all people, irrespective of their position, are treated with respect, dignity, and civility.

A truly respectful workplace requires the cooperation and support from each and every employee of Lower Columbia College. We all have a responsibility to set a positive example and behave in a manner that will not offend, embarrass, or humiliate others. Sometimes our actions and behaviors, without intent, can offend others due to a gap between intent and impact. In these situations, it is important that we demonstrate accountability for our behavior and work to build trust and respect in our relationships.

Respectful behavior includes, but is not limited to:

- Engaging others with an open, collaborative and cooperative approach.
- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, body shape/size, or any physical or mental disability.
- Recognizing the dignity of a person through courteous conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs.
- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.
- Approaching conflict with maturity and a true desire for resolution.

Disrespectful behavior includes, but is not limited to:

- Offensive or inappropriate behavior, remarks, jokes, gestures, material (electronic or otherwise).
- Yelling.
- Demeaning language.
- Aggressive or patronizing behavior.
- Embarrassing or humiliating behavior.
- Intimidation and/or coercion.
- Damaging gossip or rumors.

- Covert behavior (inappropriately withholding information, undermining, underhandedness).
- Microaggressions.
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.
- Reprimanding in the presence of others.
- Bullying.
- Discrimination.
- Harassment.
- Sexual harassment.
- Inappropriate physical contact.

All employees, regardless of position, must read and comply with this policy, and ask questions if anything in the policy is unclear. College employees and volunteers are expected to treat all of the LCC community with dignity, civility, and respect. We also expect employees to speak up when they witness disrespectful behavior, or to report the behavior so it can be addressed. We will take care of each other and create a safe space for everyone at Lower Columbia College.

In addition to the above, all supervisors, managers, and administrators at Lower Columbia College are responsible for:

- Advising employees on how to uphold the values described in this policy and support their efforts to learn. If, as a supervisor, you need assistance, contact Human Resources.
- Leading by example. Creating and maintaining a workplace that demonstrates respect, professionalism, and inclusion.
- Listening to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Addressing behaviors and incidents that are contrary to this policy quickly and at the lowest appropriate level.

Human Resources will coordinate training on these topics for employees. New employees will receive training on this policy upon hire.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. Complaints associated with this policy will be processed in accordance with the procedures set forth by collective bargaining agreements and Human Resources.

All collective bargaining agreements supersede any provisions of this policy with which it conflicts.

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## Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: December 2, 2020
- Campus Review: November 18- December 2, 2020
- Reviewed by UMCC: November 17, 2020

- Reviewed by the Governance Council: November 4, 2020
- Reviewed by the Executive Leadership Team: November 4, 2020

## Resources

Resource/Reference/Procedure	Unit Responsibility
<a href="http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/221.1A.pdf">Procedure 221.1A Glossary of Terms (lowercolumbia.edu/publications/administrative-policies/_assets/documents/221.1A.pdf)</a>	Human Resources
<a href="http://lowercolumbia.edu/publications/board-policies/1/1.03">Board Policy 1.03 - Values (lowercolumbia.edu/publications/board-policies/1/1.03)</a>	Board of Trustees
<a href="http://lowercolumbia.edu/publications/administrative-policies/200/220">Administrative Policy 220 - Diversity &amp; Equity (lowercolumbia.edu/publications/administrative-policies/200/220)</a>	Diversity, Equity, and Inclusion
<a href="http://lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf">Diversity-Equity Institutional Plan (lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf)</a>	Diversity, Equity, and Inclusion
<a href="http://lowercolumbia.edu/diversity-equity">LCC Diversity &amp; Equity Webpage (lowercolumbia.edu/diversity-equity)</a>	Diversity, Equity, and Inclusion
<a href="http://lowercolumbia.edu/publications/administrative-policies/200/235">Administrative Policy 235 - Non-Discrimination and Anti-Harassment (lowercolumbia.edu/publications/administrative-policies/200/235)</a>	Title IX / EEO Coordinator
<a href="http://lowercolumbia.edu/titleix-sexual-misconduct/about">Anti-Harassment Title IX Webpage (lowercolumbia.edu/titleix-sexual-misconduct/about)</a>	Title IX / EEO Coordinator
<a href="http://actionnetwork.org/user_files/user_files/000/127/316/original/wfse_he.pdf">Washington Federation of State Employees (WFSE) collective bargaining agreement (actionnetwork.org/user_files/user_files/000/127/316/original/wfse_he.pdf)</a>	Human Resources
<a href="http://internal.lowercolumbia.edu/departments/human-resources">Faculty Collective Bargaining Agreement (Human Resources Webpage) (internal.lowercolumbia.edu/departments/human-resources)</a>	Human Resources
<a href="http://www.ofm.wa.gov/sites/default/files/">HR Directive 20-02 - Workforce Diversity Plans (www.ofm.wa.gov/sites/default/files/)</a>	Human Resources

Resource/Reference/Procedure	Unit Responsibility
<a href="#">public/shr/Directives/WorkforceDiversityDirective.pdf</a>	
<a href="#">HR Directive 20-03 - Diversity (www.ofm.wa.gov/sites/default/files/public/shr/Directives/SHR-Directive-20-03.pdf)</a>	Human Resources