

**Document Title:** Cascade Township Employee Mutual Respect Policy

**Effective Date:** May 2, 2016

### **Purpose**

Cascade Township is committed to the goal of providing a healthy work environment – an environment of mutual respect by promoting a spirit of teamwork and cooperation and inclusion among all employees. It is incumbent upon each employee to share the responsibility of creating and maintaining a working environment that encourages mutual respect, and promotes civil and congenial relationships by treating others with respect, honesty, consideration and cooperation.

### **Policy**

Mutual respect, consideration, and courtesy are traditional at Cascade Township and are expected of every member of its Boards and staff. Everyone has the right to work in an environment free from harassment, coercion, bullying behavior, fear or disruptive conduct from coworkers or organizational superiors. Cascade Township will not tolerate disrespectful behavior of any kind, sexual or any other form, ranging from inappropriate humor and subtle hints to overt acts, threats, or physical contact.

### **Definition**

Employees (including Board Members and Commissioners) are considered to be anyone in Cascade Township receiving a payroll check from Cascade Township.

Disrespectful behaviors are those that may cause others to feel offended, intimidated, humiliated, threatened or fear in the workplace.

### **Inclusive Language**

Acknowledging and respecting the diversity of all employees requires using language that is inclusive of social and cultural diversity and avoiding language that discriminates, excludes or is considered disrespectful of individuals or groups of people. Everyone at Cascade Township is expected to use inclusive language in written, verbal, and electronic communications with each other, customers, tenants, vendors and anyone else with whom employees communicate. Many languages contain words, which reflect attitudes that, intentionally or unintentionally, can create an environment that is humiliating, offensive and alienating. Language can also have the effect of creating or reinforcing negative stereotypes about particular groups of people.

### **Informal Resolution**

All individuals who experience a situation or interaction that involved disrespectful behavior are encouraged to first attempt to take action on their own. The purpose is to make the other person aware of the effect of their behavior. This may be communicated either verbally or in writing. This communication can and should indicate that the behavior was offensive and must stop.

**Formal Reporting**

If an individual is not comfortable taking action on their own or has done so but the behavior has continued, he or she may formally report the situation or interaction to their immediate supervisor or if the employee is uncomfortable reporting the issue to the supervisor, the employee may take the concern directly to the supervisors who are required to report such incidents immediately when brought to their attention. Such reports can be directed to the Cascade Township Board, who will investigate all complaints thoroughly. Where there has been a violation of policy, the Cascade Township Board will take appropriate action to avoid further violations. To respect the privacy and confidentiality of all people involved, specific details of the investigation and/or action taken may not be shared.

**Retaliation**

Under no circumstances will retaliation or intimidation of a complainant be tolerated. Employees who have had a complaint addressed by this procedure or have participated in an investigation must immediately make a further complaint if they are the subject of retaliation or intimidation, or if the disrespectful behavior recurs.