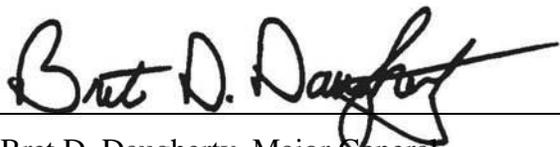




## Department Policy No. HR-266-21

<b>Title:</b>	Respectful Work Environment Policy
<b>Former Number:</b>	New
<b>Authorizing Source:</b>	Governor's April 2018 Memorandum and Action Plan on Diversity, Equity, Inclusion, and Respectful Work Environment (DEIR)
<b>References:</b>	DEI Policy Committee Charter 2018 Washington State Human Resources Management Report DEI Definitions DEI Competencies
<b>Information Contact:</b>	HRO Director Building# 33 (253) 512-7942
<b>Effective Date:</b>	January 1, 2021
<b>Mandatory Review Date:</b>	January 1, 2025
<b>Revised:</b>	
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The Washington Military Department (WMD) believes that one of the tenets of inclusion is creating a work environment anchored to respect, dignity and civility. This policy outlines WMD's firm commitment to ensuring a positive, healthy and professional work environment in which all people, irrespective of their position, are treated with respect, civility, and dignity.

A truly respectful workplace requires the cooperation and support from each and every employee of WMD. 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. There may be a gap between intent and impact. In these situations, it is important that we own our behavior and work to build trust and respect in our relationships.

## **Scope**

This policy applies to all agency employees, contractors and volunteers. For represented employees, the collective bargaining agreement will supersede any conflicting provisions that are stated in this policy.

## **Policy**

A respectful work environment is an integral part of workforce inclusion. All WMD employees will treat their coworkers with dignity, civility and respect.

**Examples of Respectful behavior** include, but are 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.

**Examples of Disrespectful behavior** include, but are not limited to:

- Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior
- Yelling
- Profanity
- Belittling
- Hurtful teasing
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior
- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Covert behavior (inappropriately withholding information, undermining, underhandedness)
- Micro-aggressions (a subtle but offensive comment or action directed at a member of a marginalized group, especially a racial minority, that is often unintentionally offensive or unconsciously reinforces a stereotype)

- Inappropriate physical contact
- Discrimination
- Harassment
- Sexual harassment
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

#### **A. Responsibilities**

1. Employees shall:

- Treat all their coworkers with dignity, civility and respect.
- Recognize both the intent and impact of their behaviors in creating a respectful work environment.
- Ask their supervisor for advice or support if they are not sure whether they are following this policy so they can uphold the values described here.
- Speak up when they see disrespectful behavior or report it so it can be addressed.
- Take care of each other and create a safe space.
- Learn and grow through engagement and availing themselves to workforce trainings on this and related topics.
- Review this policy annually.

2. Supervisors, managers and leaders at WMD shall:

- Advise employees on how to uphold the values described in this policy and support their efforts to learn. Managers, supervisors or leaders, who require assistance can contact Human Resources.
- Lead by example. Create and maintain a workplace that demonstrates respect and professionalism.
- Listen to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.
- Ensure any employee in a supervisory, manager, or leadership position has expectations and is evaluated on annual evaluations for leaders as a specific competency required for satisfactory job performance. Leaders will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy.

#### **B. Failure to Follow Policy**

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination.

### **C. Policy Review Requirements**

Leadership will review this policy for effectiveness at least once every three years, unless there is a rule or statutory change necessitating a sooner review, change, or update.

### **D. Accountability for Executive Leadership**

In their responsibility as agency leaders, division directors will be accountable to ensure required training, diversity council participation and inclusionary hiring practices.

## **Procedure**

### **A. How to file a complaint**

Complaints alleging violation of this policy should be addressed to:

Human Resources Director  
Washington Military Department  
State Human Resources Office  
Camp Murray, Building #33  
Tacoma, WA 98430-5006  
(253) 512-7940

1. Complaints shall be in writing and include a description of the act which caused the policy violation including the location and date of the action, as well as the name, address, and phone number of complainants. Upon request, alternative means of filing complaints such as personal interview or tape recordings of the complaint will be made available for persons with disabilities.
2. The Human Resources Director will provide written acknowledgement, of all complaints filed in accordance with this procedure, within seven (7) calendar days of their receipt. The acknowledgement will identify a point of contact and provide a reasonable time frame for further response to the complainant. All employees shall cooperate in all phases of the investigative process. The Human Resources Director may determine the need to request the investigation be completed by a neutral, outside party with appropriate investigation skills.
3. The investigation of complaints under this procedure shall be conducted in a confidential manner. Any employee who is a participant in the investigation and violates the confidentiality of the investigation where the integrity of the investigation could be compromised may be subject to corrective and/or disciplinary action in accordance with the Washington Administrative Codes.
4. Employees of the Department who are not satisfied with the Human Resources Director's response to their complaint may request a review by the Adjutant General (Department Director). Requests must be submitted in writing within seven (7) calendar days of the

Human Resources Director's written response. The Adjutant General (Department Director) or designee will review the Human Resources Director's response and attempt to seek resolution.

5. The Adjutant General (Department Director) or designee will provide a written response to the employee within twenty-one (21) calendar days from the date of receipt.

## **B. Metrics and Data Points**

The following data and criteria will be reviewed at least annually and will be used to determine the success of this policy:

- Starting in 2021, WMD will create an annual award and special recognition event for employees nominated to have shown respect, civility and dignity in the workplace.
- By the end of 2021, all employees will have attended a workshop on respect, civility, and dignity in the workplace.
- By 2021, in the engagement survey, 80% of our responding employees will respond positively to the question, "My supervisor treats me with dignity and respect."
- In the annual State Employee Engagement Survey, by 2023, 90% of our responding employees will respond positively to the question, "A spirit of cooperation and teamwork exists in my work group."