

## **Workplace Civility Policy**

It is the Policy of the Borough to establish, maintain, and enforce procedures related to civility within the Borough, as the need for mutual respect and the opportunity to work together in a peaceful, mutually rewarding and efficient work environment provides the foundations upon which these rules are established.

The Borough solicits employee cooperation in abiding by these standards and in creating an atmosphere in which the Borough and its employees can strive to reach common goals. To that end, it is the policy of the Borough that all staff are able to work in an environment where individuals are treated with dignity and respect, regardless of status, rank, title, or position. Conduct that is demeaning, degrading or aggressive is unacceptable and will not be condoned nor tolerated by and/or among Borough employees, officials, vendors, or members of the public. Prohibited behavior includes conduct that impedes, interferes, or frustrates the efficiency or productivity of the work environment.

The Borough is committed to maintaining a work environment free from intolerance, harassment of all types, bullying, bigotry and the like, and to improve employee awareness for the need to be sensitive to how they interact with fellow employees, vendors, and members of the public to foster professionalism and good citizenship.