

	Applicability Department Wide		
	Effective Date December 15, 2020	Page Number 1 of 3	Policy Number 049
	Respectful Work Environment		

Approved by



December 14, 2020

Allyson Brooks, Director
State Historic Preservation Officer

Date

Purpose

The Department of Archaeology Historic Preservation (DAHP) believes one of the principles of inclusion is creating a positive work environment with respect, dignity and civility.

Policy

This policy outlines our firm commitment to ensuring a healthy and professional work environment in which all people, irrespective of their position, are valued and respected and treated ethically and morally.

A truly respectful workplace requires the cooperation and support from each and every employee of DAHP. All have a responsibility to set a positive example and behave with dignity in a manner that will not offend, embarrass or humiliate others.

Sometimes our actions and behaviors, often unintentionally, can offend, disturb, or upset others and operations in the agency. In any given interaction with others, it is important that we take responsibility for our words and actions and work to build trust and respect in our relationships, both inside and outside the agency.

Respectful behavior includes, and is not limited to, the following:

- 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.

Respectful Work Environment

- 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.
- Acknowledging that everyone brings a different perspective or approach to any situation that should not be dismissed or denigrated without a fair hearing.

Disrespectful behavior includes, but is not limited to, the following:

- Offensive behavior or inappropriate remarks, jokes, gestures, material (electronic or otherwise)
- Yelling
- Belittling
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior
- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Inappropriate physical contact
- Covert behavior (inappropriately withholding information, undermining, underhandedness)
- Micro-aggressions
- Discrimination
- Harassment
- Sexual harassment
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

It is expected that all DAHP employees, regardless of position, read and comply with this policy. It is also expected that all DAHP staff treat their coworkers with dignity, civility and respect. If any employee is unclear about this policy or unsure about following this policy, s/he is directed to discuss in more detail with her/his supervisor.

Respectful Work Environment

It is also expected that all employees will intervene when they witness disrespectful behavior, or to report it to a supervisor or the Director. DAHP is committed to learning and growing through engagement, example, and availing ourselves of workforce trainings on this and related topics.

In addition to the above, all supervisors and managers at the DAHP are responsible to:

- Advise employees on how to uphold the values described in this policy and support their efforts to learn. If as a manager, supervisor, or leader, you need assistance, contact the Director.
- Lead by example. Model behavior that demonstrates respect and professionalism.
- Listen to employees when issues are raised. Do not condone or ignore violations of this policy.
- Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.

Leadership will review this policy every three years, unless there is a rule or statutory change necessitating a sooner review, change, or update. As part of the review, the following data and criteria will be used to determine the success of this policy:

- In the annual State Employee Engagement Survey, by 2022, 90% of our responding employees will respond positively to the question, “A spirit of cooperation and teamwork exists in my work group.”
- By 2021, in the engagement survey, 100% of our responding employees will continue to respond positively to the question, “My supervisor treats me with dignity and respect.”
- By 2022, in the engagement survey, 90% of our responding employees will respond positively to the question, “At my workplace I feel valued for who I am as a person.”
- By 2021, in the engagement survey, 70% of our responding employees will respond positively to the question, “I receive recognition for a job well done.” The rate of positive responses should increase to 80% by 2022. Leadership will endeavor to continue exploring individual ways to recognize employees in this regard.
- By 2021, all employees will have attended an in-person workshop on respect, civility and dignity in the workplace.

This policy applies to all DAHP staff, contractors, and volunteers. The directives indicated here are not optional and failure to follow them may lead to discipline up to and including termination. In addition, these directives and the goals will be used in annual evaluations for supervisors as a specific competency required for satisfactory job performance.

Employees who have complaints or inquiries associated with this policy should contact their supervisor, the Director, the Deputy Director, or DES Human Resources. Supervisors will be expected to explain how they worked to comply, achieve, and exceed the goals identified in this policy.