I have outlined in detail the respectful workplace practice so that standards and expectations as they relate to Facilities Services employees are clear and understandable. These practices have been adopted by this University and affect all employees within Facilities Services, regardless of union affiliation or status.

The definition of a respectful workplace is one which promotes conflict resolution and is free from retribution and disrespect. It encourages the act of negotiation and dialogue processes that allow for human mistakes, misjudgments and errors. It is not an environment that lends itself to the use of abusive, offensive, degrading, or racist language. As employees, we should discourage this behavior as tolerance leads to acceptance. As supervisors, when it becomes necessary to correct an employee’s behavior or work product, we should remain focused on the work performance and avoid making judgments and/or disrespectful comments.

This type of behavior is unacceptable and, when reported or witnessed, will result in an investigation that may lead to disciplinary action, up to and including termination. Simply stated, discrimination, harassment, prejudicial acts of any kind, volatile, hostile, or violent acts against others will not be tolerated.

I am encouraged by this department’s participation at the recent Respectful Workplace trainings and remain confident that our joint efforts are directed such that we each support this practice and endeavor to create a respectful environment within Facilities Services. If this directive is not clear, I encourage you to discuss this standard with your Supervisor, as each of us will be held accountable for our actions. Thank You.

Cc: Mark Neumayr, Interim Vice Chancellor of Administrative Services
Carolyn Chapman, Director, Human Resources