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Performance Standards & Best Practices

Subject: Respectful Workplace

Number: 001

The definition of a respectful workplace is one which promotes conflict resolution and is free from retribution and disrespect. It encourages 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 prejudiced language, and 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.

Disrespectful 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.

If this standard is not clear, I encourage you to discuss it with your Supervisor. These practices affect all employees within Facilities Services regardless of union affiliation, employee class, or status.