

Kutztown University Employee (Faculty/coaches) Civility Policy-Draft

Description: Kutztown University is committed to the creation and maintenance of a diverse working and learning environment that fosters trust, mutual respect, and sensitivity; one that enhances employee productivity; provides professional and personal employee development opportunities. With this said the purpose of this policy is to discourage employee misconduct and to promote employee civility by:

1. Providing employees a work environment that supports the University mission, goals, and values with consideration to issues of diversity.
2. Ensuring and fostering an environment of civility for the entire University community.
3. Providing notice to its employees that misconduct is defined as the form of behavior which disrupts efficiency, productivity or teamwork; or fails to meet the published ethical standards of a profession, the mistreatment of others, is unacceptable and should be avoided.
4. Clarifying the means by which complaints of employee misconduct behavior of this policy may be pursued to encourage expedited review and correction of said behavior if policy has been violated.

Policy: The University expects all employees to conduct themselves at work in a manner which expresses civility as defined by the following:

1) Demonstrating courtesy and respect toward others and their viewpoints, even when in disagreement, 2) conducting themselves in a manner which is consistent with the established ethical standards of their discipline and/or profession 3) avoiding forms of hostile behavior: this may include but is not limited to; verbal and non verbal communication/behavior intended to intimidate, demean, exploit or retaliate against others, 4) performance of job duties in a manner that does not violate state or federal civil or criminal law.

While the University's primary objective is to prevent these types of behaviors from occurring by giving employees clear notice that they are wrong, if they do occur, the policy is intended to be remedial and consequently the goal is to solicit voluntary future avoidance of the behavior as an informal resolution if appropriate; but in the absence of voluntary correction or under circumstances when informal resolution itself is inappropriate, provide for reasonable disciplinary penalties to strongly discourage and to prevent future occurrences. If the alleged misconduct relates to sexual harassment or any other form of discriminatory behavior the complaint should be referred to the Office of Social Equity. If the alleged misconduct relates to behaviors that may be defined as sexual, in accordance with CBA, a representative of the Social Equity Office should be present for the informal meeting.