



County of Yolo

Administrative Policies and Procedures Manual

TITLE: WORKPLACE CIVILITY	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY	DATE: August 4, 2009

A. PURPOSE

The purpose of this policy is to define expectations for civil behavior in the workplace and to provide protection against workplace incivility for Yolo County employees. Such policy shall be in concert with and in addition to any protections provided by the State of California.

B. POLICY STATEMENT

It shall be the policy of the Board of Supervisors of the County of Yolo (hereinafter referred to as the Board) to ensure that its employees are provided a healthy environment in which to work and are treated with respect and dignity in the workplace. The Board recognizes that it has a responsibility to ensure that its employees are allowed to work in an environment that encourages productivity and creativity and that is free from unwarranted hostility or offensive behaviors. To further this interest, the Board encourages County employees to disclose any incidents of workplace incivility and assures that employees reporting such activities shall be protected from threats, harassment, retaliation, or any adverse employment action as a result of their reporting.

C. APPLICATION

The application of this policy shall be accomplished by the establishment of a procedure for the reporting and investigation of workplace incivility on the part of County employees. Such procedure shall include at a minimum provisions for 1) notifying competent authority of abusive conduct by a County employee, 2) notifying competent authority of any alleged act of retaliation for having made a report of workplace incivility, 3) investigating claims of workplace incivility or retaliation, and 4) responding to proven incidents of workplace incivility or retaliation for reporting of disrespectful or undignified behaviors.