



Respectful Workplace

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

JCESA strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. JCESA believes in going beyond what is required by law and expects our employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of the board, patient, vendor, or visitor to our premises. Therefore, JCESA prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but is not be limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Repeated negative comments about others either orally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's personal space;
- Gossiping about another individual; or
- Any type of "bullying" behavior.

JCESA expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior, the employee should report that conduct in writing to their supervisor, Deputy Director, or Director within three calendar days of the offense. Employees are not required to approach the person who was disrespectful to them. All employees should notify their supervisor, Deputy Director, or Director regarding any disrespectful behavior that they witness or are told another person received.

JCESA will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible. However, JCESA will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in disrespectful behavior. The corrective action issued will be proportional to the severity of the conduct. The alleged perpetrator's employment history and any similar complaints of prior disrespectful behavior will be taken into consideration.

JCESA reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the organization.