

SAFE AND RESPECTFUL WORKPLACE



WASHINGTON STATE DEPT OF
**NATURAL
RESOURCES**

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SCOPE STATEMENT:

At the Department of Natural Resources (DNR), we believe one of the tenets of inclusion (see our DEI policy) is creating a work environment anchored in respect, dignity and civility. This policy outlines DNR's firm commitment to ensuring a positive, healthy and professional work environment in which all people, irrespective of their position, are treated with respect, civility and dignity in alignment with DNR Core Competencies and Values.

A truly respectful workplace requires the cooperation and support from each and every employee of DNR. We all have a responsibility to model interactions and behave in a manner that will foster civility and respect and discourage uncivil, rude or discourteous behavior. Each employee is responsible for his/her/their actions and expected to contribute to building trust and respect in our professional relationships.

This policy applies to all DNR employees, partners, volunteers, contractors, stakeholders, and individual(s) doing business with DNR.

POLICY:

DNR is committed to providing a safe and respectful workplace free from uncivil, disrespectful, and abusive behavior. The goal is a work environment where employees are treated with civility and respect; in order to improve employee morale and engagement in the agency, increasing overall work productivity, and fostering a culture of highly professional collaborative and cooperative partnerships.

Civility and respect are present in a work environment where thoughtful and considerate interactions between team members, stakeholders and community members are frequent and observable. Respect and civility are demonstrated by acknowledging the inherent dignity and value of others and empathy, compassion, consideration and humility are present.

Respectful behavior includes, but is not limited to:

- Engaging others with an open and cooperative approach.
- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, body shape/size, or any physical or mental disability.
- Recognizing the dignity of a person through respectful conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering

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others grace and forgiveness for theirs.

- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.

Workplace incivility is characteristically rude and discourteous behavior; displaying a lack of regard for others. Displays of workplace incivility can be both subtle and obvious. Rude and uncivil behavior can affect the work environment and employee experience and eventually degrade the workplace culture. These behaviors can lead to dissatisfaction, conflict, and, ultimately, inequities. Rude and uncivil behavior is a performance issue. These behaviors, if left unchecked, can lead to more egregious behavior along the continuum. (The Continuum of Workplace Behavior provides examples of typical behaviors and is incorporated as an attachment.)

Disrespectful behavior includes, but is not limited to:

- Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior
- Yelling
- Belittling
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior
- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Inappropriate physical contact
- Covert behavior (inappropriately withholding information, undermining, underhandedness)
- Micro-aggressions
- Discrimination
- Harassment
- Sexual harassment
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.

Supervisors and managers exercising appropriate supervisory authority is not a violation of this policy. This includes but is not limited to: setting employee expectations, addressing job performance or employee misconduct, and providing work assignments.

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Roles and Responsibilities

A. Employees, Volunteers, and Contractors are expected to:

1. Be respectful and civil in day-to-day interactions with co-workers, supervisors, and members of the public (explore tools for bystander interventions and crucial conversations).
2. Ask for assistance when faced with uncivil/disrespectful or abusive behavior.

B. Supervisors, Managers, and Appointing Authorities are expected to:

1. Champion and model a safe and respectful workplace including fostering an atmosphere of open communication where employees can share concerns.
2. Set expectations for employees to engage in a safe and respectful workplace and hold them accountable for any behavior that deviates from those expectations.
3. Support and model bystander interventions and crucial conversations.
4. Intervene quickly and effectively to address uncivil, disrespectful or abusive behavior.
5. Support any employee, volunteer, contractor, or member of the public who asks for assistance when faced with uncivil, disrespectful or abusive behavior.
 - a. Refer employees to available resources including the Employee Assistance Program (EAP) where appropriate.
 - b. Contact the Human Resources Division for assistance where necessary.

Reporting Options:

Any individual may report uncivil, disrespectful or abusive behavior to any of the following:

- Any Appointing Authority, manager, or supervisor (even outside of the employee's chain of command)
- Human Resources phone# (360) 902-1150 or email HRD@dnr.wa.gov
- Union representative, if the employee is represented by a union

Corrective Action:

Any employee (including managers and supervisors) or contractors found to have engaged in uncivil, disrespectful or abusive behavior or an act of retaliation will be subject to appropriate corrective action up to and including termination of employment or contract.

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Education and Training

All DNR employees are required to complete mandatory training as identified by the agency.

IMPLEMENTATION:

The department will provide training and attestation implemented and tracked by Workplace Culture and Development.

Approval Date: January 19, 2023 Approved By: /S/
Month-Day-Year **Kathryn W. Taylor**
Chief Operating Officer /
Department Supervisor

DEFINITIONS:

None

REFERENCES & CITATIONS:

PO01-001 Equal Employment Opportunity Non-Discrimination
PO01-031 Violence in the Workplace
PO01-037 Harassment Prevention
PO01-042 Discipline
PO01-046 Employee Investigations
PO01-052 Sexual Harassment
PO26-002 DNR Diversity, Equity, and Inclusion
PO26-003 Employee Training and Development
DNR Core Competencies

DOCUMENT BACKGROUND:

Policy changes incorporated in this document are a result of the “Recommendations for Addressing and Prohibiting Sexual Harassment at DNR” report presented on November 5, 2018 to DNR’s Executive Management Team.

REVISION HISTORY:

Date	Comments/ Summary of changes
1/19/2023	New.