



BOARD POLICIES

DIVISION	POLICY NUMBER
II. College Employees	2.01.18
CATEGORY	DATE
2.01.18 Workplace Civility	Adopted 11/2010 Revised 10/2014 Revised 9/2019

2.01.18 WORKPLACE CIVILITY

It is the policy of Joliet Junior College (JJC) that all members of the College community, including faculty, staff and students, are expected to interact with each other with respect and consideration, by exhibiting ethical behavior and professional conduct. Employees are expected to refrain from actions and behaviors which are uncivil. Incivility includes a broad range of behavior from rude, obnoxious, bullying behavior to threats of violence, and harassment, including sexual harassment. When conduct varies from the expected standard, it is the responsibility of the supervisor, chair or dean who supervises the person engaging in the conduct to address it.

Employee actions and behaviors should align with the College’s core values of respect/inclusion, integrity, collaboration, humor/well-being, innovation, quality, and sustainability.

The College prohibits acts of intimidation or bullying. The College has determined that a safe environment is necessary for employees to be successful and productive. Bullying or intimidation, like other disruptive or violent behaviors, is conduct that disrupts both an employee’s ability to positively contribute to the College on a day-to-day basis and the College’s ability to successfully pursue its mission, vision, and strategic objectives.