

## **Culture of Respect Task Force**

### Preamble

A culture of respect is necessary to the personal, academic, and professional growth of our community; it is one that integrates multiple worldviews and encourages our community to engage in dialogues that value diverse perspectives and foster an atmosphere of courtesy, civility, and respect.

## Guides for Promoting a Culture of Respect at East Georgia State College

Communicate with coworkers clearly, honestly, and directly; avoid back-channel communications and gossip.

Consider the effects of your words and actions; temper communications to minimize misunderstandings that result from perceived insults or slights; recognize that bullying and other abusive behaviors destroy collegiality and morale.

Welcome diverse views and accept differences of opinion; understand that compromise is not defeat and that consensus is not necessary to successful working relationships.

In professional interactions between parties of unequal power, the higher-ranking party must set the standard for respectful and non-abusive behavior.

Examples of Disruptive Behavior (include but are not limited to):

- Cell phone use in class or in meetings. The situation is exacerbated if the cell phone is answered
- Texting during class or in meetings
- Persistent tardiness for a scheduled class or meeting
- Early departure from a class or meeting during a presentation

Examples of Disorderly Conduct (include but are not limited to):

- Constant talking or whispering loud enough to be heard during class or meetings
- The use of certain words which may be socially acceptable in “some” groups of individuals, but not in a class or meeting (for example, profane or offensive language)

Examples of Harassment and Threatening Behavior (include but are not limited to):

Sexual Harassment

- Unwelcome touching
- Unwelcome jokes of a sexual nature
- Use of suggestive visual material
- Intimidating and threatening behavior, such as asking for sexual favors in return for a higher grade or job promotion
- Unwelcome sexual advances
- Writing graffiti of a sexual nature
- Making sexual propositions or pressuring students for sexual favors
- Circulating or showing emails or websites of a sexual nature
- Performing sexual gestures or touching oneself sexually in front of others
- Spreading rumors of rating students' sexual activity or performance
- Displaying or distributing sexually explicit drawings, pictures or written materials

Racial Harassment

- Inappropriate questioning about racial or ethnic origin
- Offensive graffiti
- Intimidating behavior, such as threatening gestures and racial slurs

Personal Harassment

- Making fun of a person's personal circumstances or appearance

Bullying (Intimidating and demeaning behavior:)

- Unfounded criticism
- Ridiculing remarks
- Creating a negative workplace environment (isolation, fear of retribution, etc.)
- Gossip
- Delegating responsibilities without authority
- Withholding essential job information

Harassment on the grounds of sexual orientation

- Homophobic remarks or jokes
- Threats to disclose sexuality
- Questioning about sexual activity

### Harassment of a disabled person

- Inappropriate questioning about a person's disability or personal life
- Uninvited touching or staring

### Age Harassment

- Derogatory age-related remarks

### Stalking

- Repeated or unwanted voice mail or e-mail messages
- Following someone home uninvited
- Approaching co-workers to ask for personal information

Examples of Sexual Assault (include but are not limited to):

- Rape
- Dating violence
- Sexual battery
- Sexual assault
- Unwanted touching
- Sexual coercion
- Sexually motivated stalking

Violations of Academic Freedom (include but are not limited to):

- Only allowing the presentation of a single point of view in class or in meetings
- Not respecting the opinions of others in class or in professional exchanges
- Penalizing a student or colleague who disagrees with you
- Administrative failure to support a faculty member's freedom of thought and expression in the classroom
- Inability of academic leadership to provide for intellectual diversity

Examples of Working Conditions that undermine a culture of respect (include but are not limited to):

- Not following clear and concise lines of communication
- Not acknowledging assistance or good deeds
- Failing to silence electronic devices when necessary
- Exhibiting negative work attitudes
- Failing to use positive tones in emails and other electronic communication
- Not exhibiting kindness and patience

Examples of Workplace Violence (include but are not limited to):

- Behavior that distracts, interferes with, or prevents normal work functions or activities. This behavior includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot) or refusing a reasonable request for identification
- Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone or through other means of communication. Electronic communications are also a significant potential contribution to this issue.
- Behavior that includes physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent, (e.g. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm
- Behavior which create incidents that are stressful or traumatic that interfere with an individual's or group of individuals' ability to effectively function in his/her educational or work environment

Acts of incivility that undercut a culture of respect (include but are not limited to):

- Supervisors presenting directives as ultimatums or retribution, or delivering directives angrily
- Suggesting that the inadequate performance of a college employee or student is attributable to race, gender, class, or employment classification
- Regular use of profane or otherwise inappropriate language in a context within which its inappropriateness has been made clear
- Demeaning, bullying, or browbeating a colleague, supervisee, or student in order to establish a false consensus
- Yelling or screaming at others, or communicating in an excessively aggressive manner
- Holding another (or others) up to ridicule
- Engaging in incivility through social media or other electronic media

Discourteous acts that undercut a culture of respect (include but are not limited to):

- Failing to meet deadlines without prior notice
- Circumventing the chain of command
- Failing to fulfill one's portion of shared responsibility
- Taking credit for another's work
- Favoring certain faculty, employees, students, or community members over others
- Scheduling a meeting at a time convenient for you without checking with the other members of the committee or group