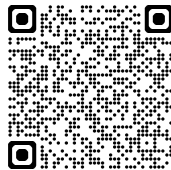




OUR WHY? To partner with local governments so that Texas communities are **STRONGER TOGETHER**

1

Safety Matters. Stay Connected.



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2

Civility in the Workplace

Note: We are not attorneys and cannot provide legal advice. We strongly encourage you to have discussion related to this topic with your attorney and review your policies, federal, state and local laws, including your charter, ordinances and resolutions.



3



R-E-S-P-E-C-T,
find out what it means to me

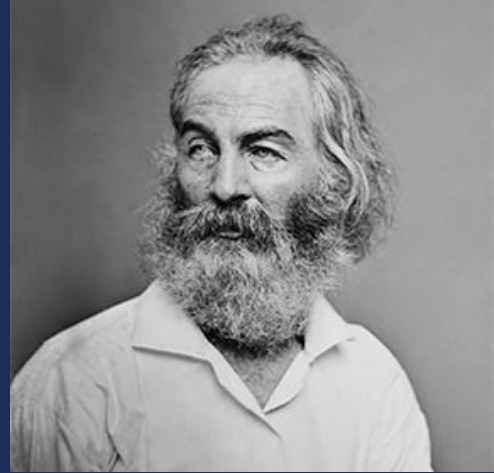
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Walt's Wisdom on Winding Down

*"I sound my barbaric YAWP
over the roofs of the world."
Song of Myself - Walt Whitman*



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Harassment - Bullying - Incivility

There is a difference...

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Harassment and/or Discrimination

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EEOC Harassment Definition*

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwanted or unwelcomed conduct behavior that is severe or pervasive and based on:

- Race
- Color
- Religion
- Sex
 - (including pregnancy, gender identity, & sexual orientation)
- Mental or Physical Disability
- Nationality
- Age
 - (40 & older)
- Genetic Information
 - (including family medical history)

*EEOC.GOV

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Harasser can be:

- A person of authority (supervisor)
- An agent of the employer(contractors), a supervisor in another area, a co-worker or non-employee (delivery driver or resident)

Who Is The Harasser

10

- The target of the harassment

AND

- And anyone affected by the offensive conduct (bystander).

**Who is
impacted by
the
harassment**

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Workplace Bullying



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Possible Bullying Behaviors



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Bullying

- Generally, not prohibited by any federal or state law
- Inappropriate and
- Unacceptable



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Workplace Bullying

Types of Experiences with Bullying	Proportion	Number
I am experiencing it now or have experienced it in the last year	.1325	21,275,127
I have experienced it before in my work life, but not in the last year	.1703	27,344,560
<i>Total of those with Direct Bullying Experience</i>	<i>.3028</i>	<i>48,619,687</i>
I have seen it happen (in-person or via remote work) to others	.1275	20,472,292
I know, but have not seen, that it happened to others	.0633	10,163,891
<i>Total of those who Witnessed It</i>	<i>.1909</i>	<i>30,652,240</i>
<i>Total of Americans Affected by Bullying</i>	<i>.4938</i>	<i>79,287,984</i>
I am, or have been, a perpetrator myself <i>Self-Identified Bullies</i>	.0411	6,599,303
I have not experienced or witnessed it: I do believe it happens in workplaces	.1349	21,660,488
I have not experienced or witnessed it: I believe that what others consider "mistreatment" happens	.0954	15,318,091
<i>"Believers"</i>	<i>.2303</i>	<i>36,978,580</i>
<i>Total of Americans Aware of Bullying</i>	<i>.6609</i>	<i>106,118,730</i>
I have no personal experience or knowledge of, or an opinion about, abusive mistreatment at work	.3390	54,432,213

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Workplace Bullying 101*

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**https://youtu.be/cLOA_wb0hrc?si=hWLuhOpclQ0Cej8t*

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“Incivility can be described as general rudeness and display of disrespect towards others, and although it is more low-key than a blatant act of violence, it can still produce severely negative impacts on those who are involved directly or indirectly.” Viotti, S., Essenmacher

Focused on primarily on **SELF**

Incivility

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Forms of Incivility

- Employee says “hello” to coworker and receives no response
- Door slamming
- Side conversations
- Gossiping/Rumors
- Backstabbing
- Exclusion
- Disregard for people’s time
- Profanity, crude jokes



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Forms of Incivility

- Ignoring people at work
- Walking away from conversations*
- Answering calls in the middle of meetings
- Publicly mocking and belittling people
- Taking the end of the coffee and not making more
- Constantly complaining
- Not holding the door open
- Failure to respond to emails or phone calls



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Effects of Workplace Incivility

- Lower employee morale
- Reduced workplace “citizenship” behaviors (littering, carelessness with handling equipment and facilities, not taking care of others, etc.)
- Reduced team effectiveness



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Costs of Workplace Incivility

- Lost work time, productivity and quality
- Lost employees/high turnover rate
- Decrease in feelings of teamwork
- Work avoidance
- Lowered job motivation
- Health costs due to stress
- WC claims
- Harassment claims
- Citizen complaints
- Bad customer service



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What is Civility?

- The act of **showing regard for others by being polite**, like the *civility* you showed in speaking kindly to someone who has hurt your feelings.
- Comes from the Latin word *civilis*, meaning "relating to public life, befitting a citizen," in other words, **being friendly and nice to everyone**.
- When you show civility, you use kindness and good manners. **You are respectful, even if you do not like that person very much**.



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What is Civility?

Civility is intentional actions.

Embody and model the behavior that you want to see.



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Unexpected Kindness: The Civility Experiment*

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<https://youtu.be/3CiYPisD5w?si=cvhpXpxqIXNU5Nd1>



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Civility Index - SHRM

CIVILITY INDEX SCORE
SHRM's Q1 2024 Civility Index score is **42.3** out of 100, indicating that incivility is a common experience in the daily lives of U.S. workers. This signals an urgent need for people and businesses to take action to prevent incivility from escalating.

STATE OF CIVILITY
Zone 1: 10 (Healthy & rare)
STAY ALERT
Zone 2: 30 (Occasional incivility)
TAKE ACTION
Zone 3: 50 (Healthy & common)
THIS IS NOT A DRILL
Zone 4: 70 (Frequent incivility)
CODE RED
Zone 5: 100 (Constant incivility)

INCIVILITY + THE WORKPLACE
Incivility threatens a healthy workplace. Let's transform the world of work, together.

40 NEARLY 40% OF DAILY ACTS OF INCIVILITY OCCUR IN THE WORKPLACE

44 44% OF U.S. WORKERS WHO WITNESSED OR EXPERIENCED INCIVILITY AT WORK SAID THEIR COWORKERS WERE INVOLVED

25 ONLY 25% OF U.S. WORKERS BELIEVE THEIR MANAGERS ARE EFFECTIVE AT HANDLING INCIVILITY

INCIVILITY + DAILY LIFE
Our daily lives are saturated by incivility. We can do better.

2K acts of incivility PER SECOND

120K acts of incivility PER MINUTE

7M acts of incivility PER HOUR

171M acts of incivility PER DAY

INCIVILITY + BUSINESS
Incivility takes a toll on business. You can't afford it.

66% OF U.S. WORKERS AGREE THAT INCIVILITY REDUCES PRODUCTIVITY

59% OF U.S. WORKERS AGREE THAT INCIVILITY CAUSES A DECLINE IN EMPLOYEE MORALE

MORE THAN HALF OF U.S. WORKERS BELIEVE OUR SOCIETY IS UNCIVIL

Today the call for civility rings loudly, and it's our shared responsibility to foster respect and empathy that will allow people and business to thrive. We may not always agree, but we can each be a catalyst for civility – one conversation at a time.

SHRM Q1 Civility Index
In March 2024, SHRM surveyed 1,611 U.S. workers to understand how often they experience or witness uncivil behavior in their daily lives and in the workplace. The data is weighted to ensure the survey results represent the experiences of the broader U.S. working population.

shrm.org/civility

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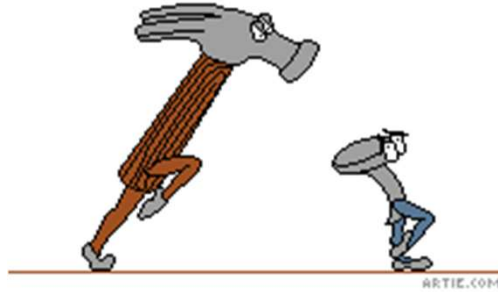
Don't be entitled...

BE INVESTED

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"I suppose it is tempting, if the only tool you have is a hammer, to treat everything as if it were a nail." – **Abraham Maslow**



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Own the Change

Everyone cherishes the illusion that you can somehow force someone else (to change) and not do it yourself – which would be lovely – but you can't.

- Miss Manners



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A Culture of Civility

- Have a cooperative approach
- Recognize individual differences
- Be open to adapting position
- Clearly defined expectations for how employees are to treat each other
- Reward civil behavior
- Encourage stress management
- Be respectful, even in disagreement
- Use active listening skills

Consider that you could be wrong



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What is the one thing we have complete control over?

We have total control over our words, our reaction to situations, our behaviors toward others who are different from us or whose beliefs and backgrounds are different from ours

"Civility costs nothing, and buys everything." **Mary Wortley Montagu**



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- Don't wait for someone to be nice to you, and avoid "getting even"
- Don't be afraid to put yourself in "Time Out" so you can 'cool off' before expressing yourself
- The biggest risk for your organization is not creating a culture of anger and incivility, but rather creating a "culture of indifference."

Final Thoughts

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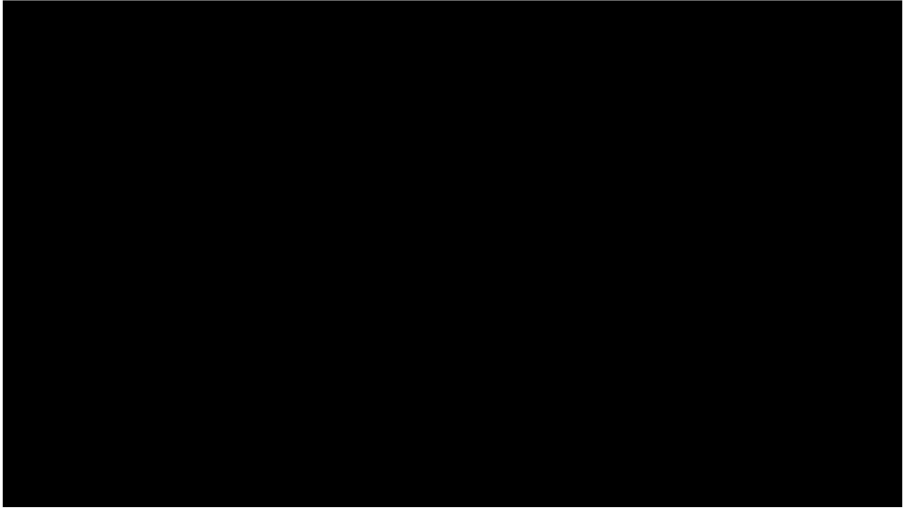
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20 Things We Should Say More Often* **Kid President**

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RISK POOL

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**https://youtu.be/m5yCOSHeYn4?si=-4_h0uGubHp1ZWrn*

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20 Things We Should Say More Often- Kid President

20 – Thank you

19 – Excuse Me

18 – Here's a surprise corn dog

17 – I'm sorry

16 – I forgive you

15 – You can do it

14 – I have BBQ sauce on my shirt, too

13 – Please

12 – Everything is going to be ok

11 – You got me a corn dog, too?

10 – I don't know

9 – Tell people they're awesome and mean it

8 – Hello person I've never met before

7 – My sports team isn't always the best sports team

6 – Nothing

5 – Funny noise

4 – I disagree with you, but I still like you as a person who is a human being and I will treat you like that because if I didn't it would make everything bad and that's what lots of people do and it's lame. It's ok to disagree but it's not ok to be mean.

3 – Sometimes you've just got scream

2 – Life is tough but so are you

1 – *Something nice. If you can't think of something nice to say, you're not thinking hard enough.*

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WHY Culture?

“If you hire people just because they can do a job, they’ll work for your money. But if you hire people who believe what you believe, they’ll work for you with blood and sweat and tears.”

Simon Senek *Finding Your Why*

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Workplace culture is a living organism that will create itself and grow without much effort. However, creating and sustaining a culture that is just not alive, but breathes life into others takes intentional effort and is a journey for the whole organization.

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**"Meet people
where they are,
but don't leave
them there."**

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Weight of the World?

*When we see/serve beyond
self, we demonstrate our
strength by lifting others up.*



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"Act as if what you do makes a difference. It does."

William James



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