



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

1

Safety Matters. Stay Connected.



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2

TMLIRP CyberBytes - Hank's Hacks Video #2



3

Our Coverages



**Workers'
Compensation**



Liability



Property



Cyber Liability



Special Risk



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4

Civility in the Workplace

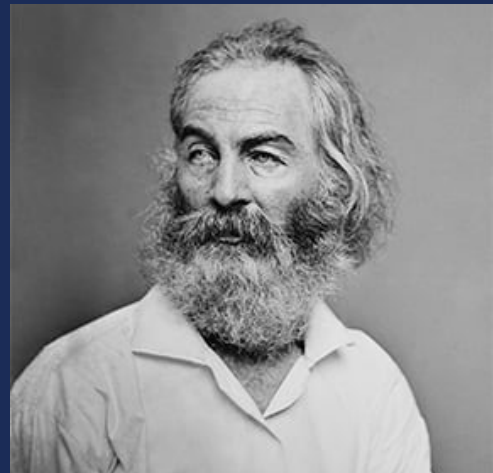
Note: We are not attorneys and cannot provide legal advice. We strongly encourage you to have discussion related to this topic with your attorney and review your policies, federal, state and local laws, including your charter, ordinances and resolutions.



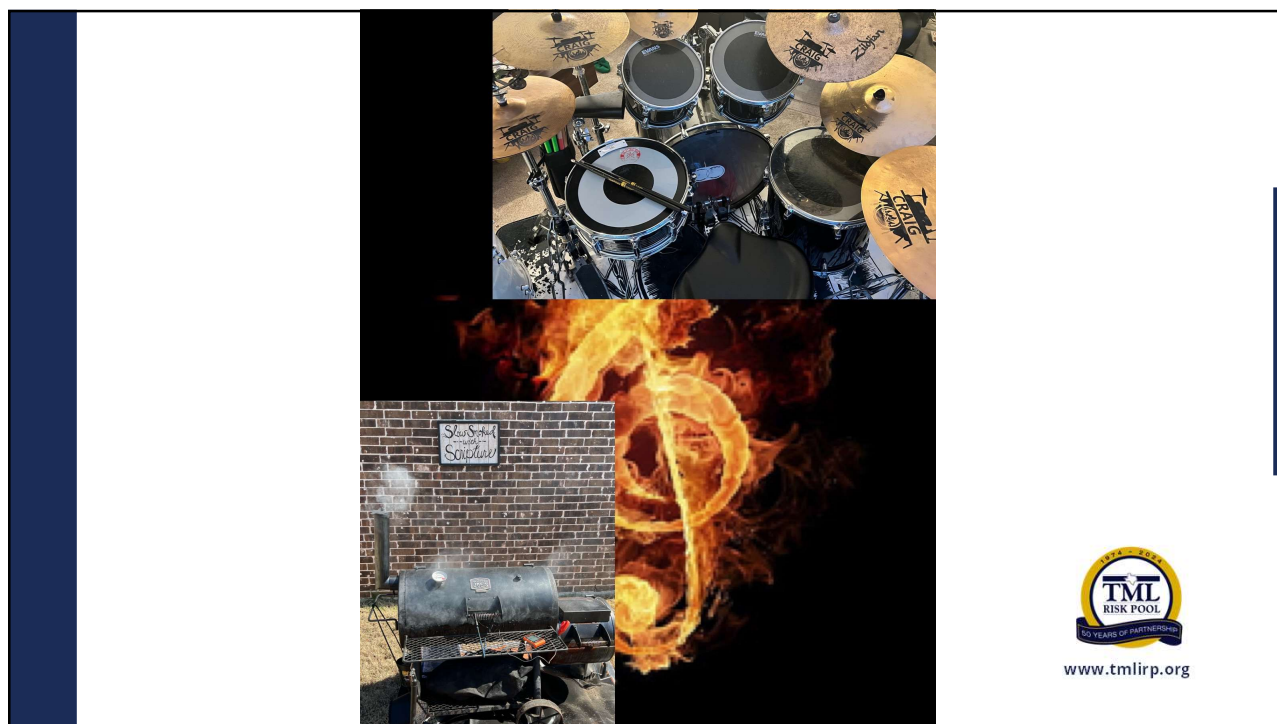
5

Walt's Wisdom on Winding Down

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



6



7

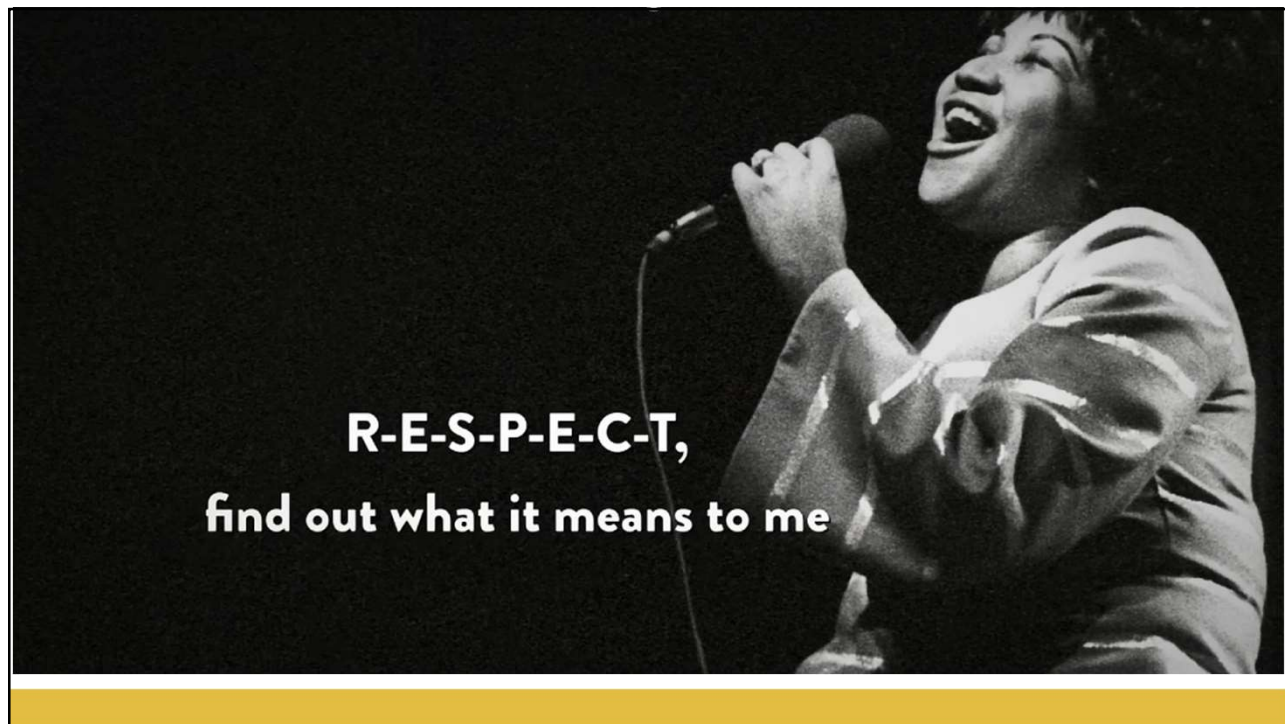
Learning Objectives

After attending this training session, participants will be able to:

- Identify the differences between harassment, bullying, and incivility
- Recognize bullying and uncivil behaviors
- Recognize causes of conflict
- Distinguish the differences between a conversation and a debate
- Model civil behaviors and communication
- Explain the critical elements of a civil culture



8



9

Core Values

“Discover your core values and purpose beyond just making money (core ideology) and combine this with the dynamic of preserve the core/stimulate progress.”

James C. Collins *Good to Great: Why Some Companies Make the Leap... and Others Don't*



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10

Harassment - Bullying - Incivility

There is a difference...



11

Workplace Harassment (Hostile)

According to the EEOC, 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)



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12

Harasser can be:

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

Who Is The Harasser

13

- The target of the harassment

AND

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

Who is impacted by the harassment

14

Workplace Bullying



15

Bullying Behaviors

Constant and unfair criticisms

Excluding or isolating someone socially

Yelling, shouting, or screaming

Insults, put-downs, jokes

Hostile glares or intimidating gestures

Malicious gossiping

Monopolizing supplies/resources

Overt threats, aggression, or violence



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16

Bullying

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



17

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>	.3028	48,619,687
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>	.1909	30,652,240
<i>Total of Americans Affected by Bullying</i>	.4938	79,287,984
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>	.2303	36,978,580
<i>Total of Americans Aware of Bullying</i>	.6609	106,118,730
I have no personal experience or knowledge of, or an opinion about, abusive mistreatment at work	.3390	54,432,213

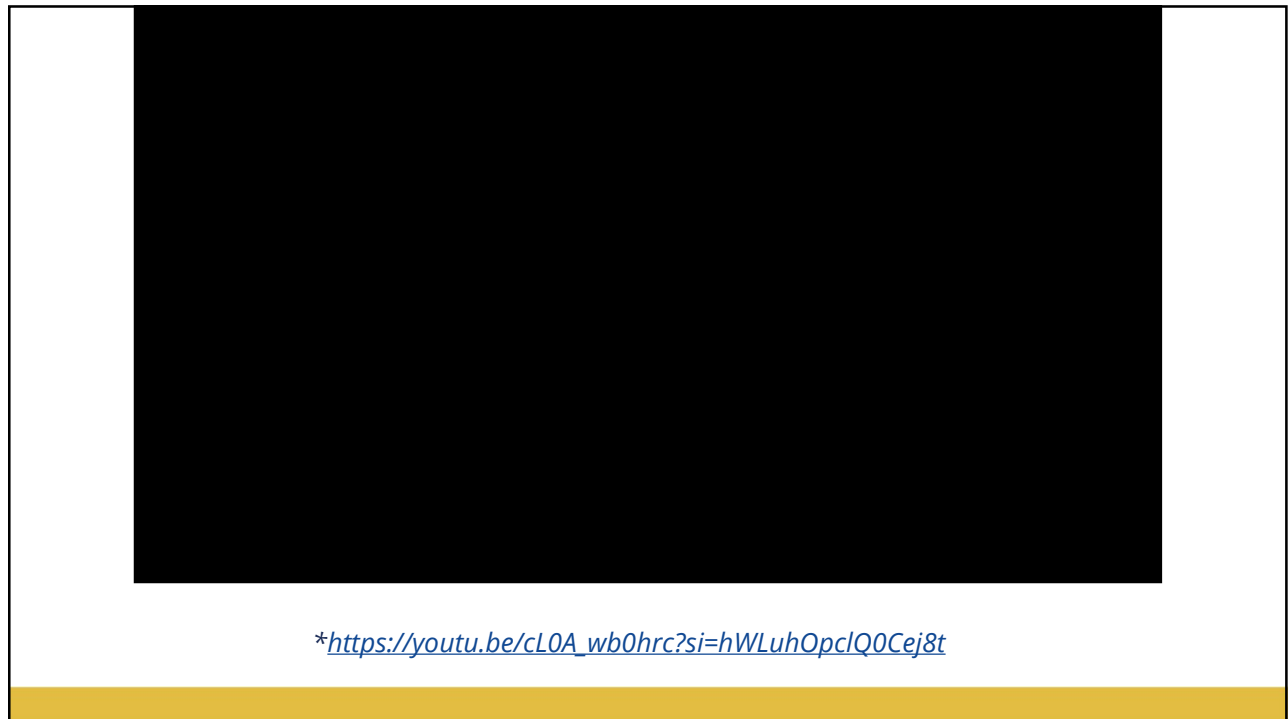

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18

Workplace Bullying 101*

19



20

"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

21

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



22

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



23

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



24

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



25

**What are some events
that pulled us
together/enhanced
civility?**

26

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**.



27

What is Civility?

Civility is intentional actions.

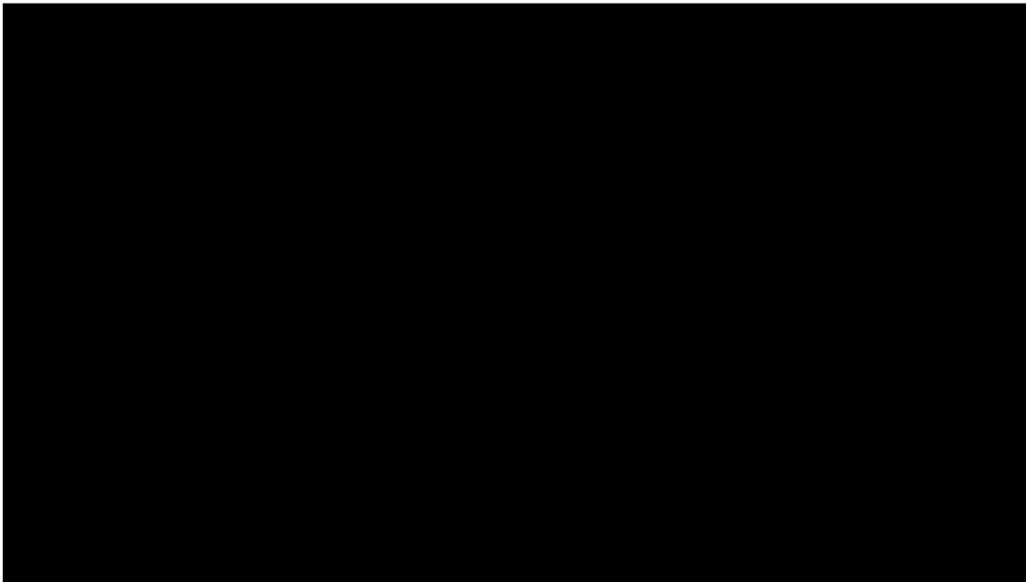
Embody and model the behavior that you want to see.



28

Unexpected Kindness: The Civility Experiment*

29



**<https://youtu.be/3CiCYPisD5w?si=cvhpXpxqIXNU5Nd1>*

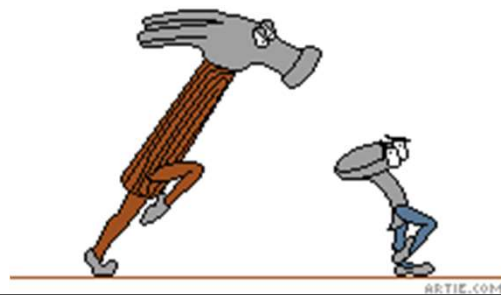
30

Civility Index - SHRM



31

"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**



32

Where do we start the change?

What is the difference
between

Debate

AND

Conversation?



33

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



34

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***



35

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

36

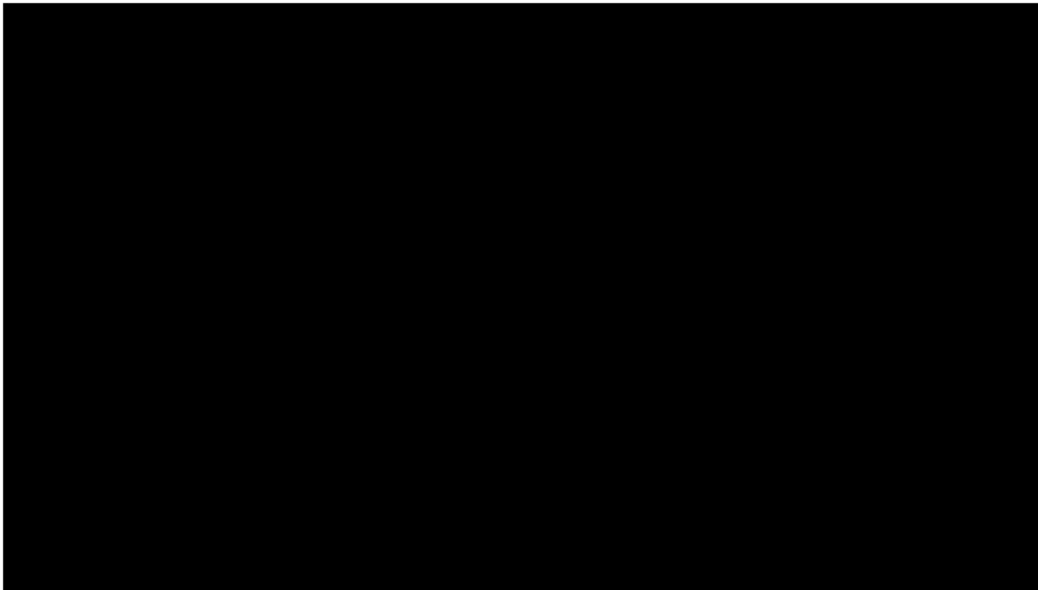
- Don't wait for someone to be nice to you, and avoid "getting even"
- Don't be afraid to put yourself in "Time Out" so you can 'cool off' before expressing yourself
- The biggest risk for your organization is not creating a culture of anger and incivility, but rather creating a "culture of indifference."

Final Thoughts

37

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

38



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

39

20 Things We Should Say More Often- Kid President

- | | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 – Thank you | 7 – My sports team isn't always the best sports team |
| 19 – Excuse Me | 6 – Nothing |
| 18 – Here's a surprise corn dog | 5 – Funny noise |
| 17 – I'm sorry | 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. |
| 16 – I forgive you | 3 – Sometimes you've just got scream |
| 15 – You can do it | 2 – Life is tough but so are you |
| 14 – I have BBQ sauce on my shirt, too | 1 – Something nice. If you can't think of something nice to say, you're not thinking hard enough. |
| 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. Here's a high five | |



40

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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41

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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42

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



43

Weight of the World?

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



44

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



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45

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46