

MUTUAL RESPECT POLICY

Purpose

The purpose of this policy section is to establish that the AMS is committed to cultivating a welcoming workplace that is amenable to all. The AMS has adopted this policy to communicate employee expectations regarding mutual respect in the workplace. AMS employees are responsible for their own behavior and for understanding how others may perceive their conduct in the workplace.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

Policy

Mutual Respect

1. Language
 - a. The AMS strictly forbids the use of profane language on company premises and the online work space. The use of profane language may be offensive to some employees, clients/customers, or visitors and is generally unprofessional conduct that is unacceptable in the workplace.
2. Cleanliness
 - a. Employees are expected to maintain a clean workplace by cleaning up after themselves whenever possible, including at their desk or workstation, and in any common areas.
3. Workplace Rumours and Gossip
 - a. The spread of workplace rumours by way of gossip is strictly prohibited. This includes verbal, written, and electronic communication. Workplace rumours are capable of spreading quickly and may irreparably damage the professional image or reputation of our employees, and our reputation as an organization.
 - b. In some cases, workplace gossip or rumours may constitute harassment or verbal assault.
 - c. To combat the spread of workplace gossip/rumours, employees should:
 - i. Not speak or insinuate another person's name when that person is not present unless it is to compliment them, or make reference regarding work matters; and

- ii. Refuse to participate in derogatory or malicious gossip or rumours.
- 4. Distractions
 - a. Employees should respect the work schedules of others when engaging them in conversation or providing any type of distraction that may remove their focus from work.
 - b. The AMS asks that employees limit personal conversations to scheduled break times, or either before or after regular work hours.

Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Officer and designated support staff on an ad hoc basis and periodically during the academic year.

Responsibility and/or contact person	Human Resource Office
Approved by	Board of Directors
Date initially approved	August 28, 2022
Date last revised	August 28, 2022
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Standards of Performance
Policies superseded by this policy	N/A