

## NO GOSSIP POLICY

In our workplace, gossip is an activity that can drain, distract and downshift our job satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional workplace, we are making a commitment to create a gossip free work environment.

Gossip & Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumours or facts. Trivial, chatty talk or writing.

You will notice that gossip is a noun – which means it is something you DO. That also means that gossip is something you choose to do-and you can choose NOT to do. You enter into gossip by choice-you can opt out of the activity at work. In order to end gossip means to end a particular type of communication – and that can be talk, text, social media, or email communications.

- Gossip always involves a person who is not present.
- Unwelcome and negative gossip involved criticising another person.
- Gossip often is about conjecture that can injure another person's credibility or reputation.

In order to have a more professional, gossip free workplace I promise to:

1. Not speak or insinuate another person's name when that person is not present unless it is to complement or reference that individual regarding work matters.
2. Refuse to participate when another mentions a person who is not present in a negative light. I will change the subject or tell them that I have agreed not to talk about another individual.
3. Choose not to respond to negative emails, texts or social media posts, or use emails, texts, or social media posts to pass on private or derogatory information about another individual from the workplace.
4. While off the job, I will not speak to another co-worker about people at work in a derogatory light. If I have feelings, I will select to talk to someone not at the workplace.
5. If a co-worker does something unethical, against procedures, or disruptive I will use the proper channel to report this to the administrator to take corrective action.
6. I will mind my own business, do good work, be a professional adult and expect the same from others.

**Here all employees intend to abide by the above mentioned guidelines in case of failure to abide by said guidelines they may face disciplinary action, including possible termination.**