

Sample Civility Training

Today's Topics:

- Company News & Updates
- Workplace Do's & Don'ts
- Your Questions & Answers

This sample civility training slide deck is intentionally short and simple, as it is designed to be offered in a small work group setting. Reviewers will note the references to the Company's policies and Code of Conduct, as reinforcement of the workplace etiquette and civility concepts covered in this brief refresher.

Insert Your Company News/Updates Here

Workplace Do's and Don'ts (and a few Maybe's)

- Joking that involves sexual, racial or religious overtones
- Displaying or sharing material that could be offensive
- Raising your voice unnecessarily
- Engaging in idle gossip about colleagues
- Sending every email that you draft

Workplace Don'ts



What Do Our Policies Say?

- **Anti-Harassment Policy**: The Company expressly prohibits and will not tolerate:
 - Sexual harassment of any kind
 - Other forms of harassment based on gender, race, religion, national origin, pregnancy, citizenship status, veteran's status, age or disability
- **Workplace Anti-Violence Policy**: The Company is committed to providing employees with safe workplaces, and asks each of us to be aware of our surroundings and alert to potentially dangerous situations.
 - We do not tolerate threats, threatening language, intimidation or any other acts of aggression.

Workplace Do's



- Work to the best of your ability
- Always be respectful & courteous
- Whenever possible, plan your absences in advance
- Offer assistance
- Keep your volume at an acceptable level
- Dress for the day
- Remember, there are no “dumb” questions

What Do Our Policies say?

- **Conduct & Performance Standard**: describes the Company's expectations for our conduct and job performance, and focuses on:
 - Meeting performance objectives and working cooperatively with everyone
 - Employee honesty and adherence to policies
- **The Code of Conduct**: Our commitment to our employees includes providing exceptional training opportunities and a safe and welcoming work environment where all employees are treated with respect.

Workplace Maybe's



- As a customer-focused team of Professionals, make it a point to understand your client's expectations about the use of devices
- Set firm expectations with your clients and your colleagues about cell phone usage and after-hours calls

Time for Your Questions

