

Civility in the Workplace

Civility is a code of behavior based on respect, restraint and responsibility.

How to maintain civility in our workplace during times of **community unrest**.

Watch your language.

If you wouldn't say it to your grandma, don't say it at work — that's a good rule of thumb. In other words, show respect.

Remain patient and calm.

At times, you may be tempted to “fight fire with fire” when a co-worker is rude or disrespectful. However, the key is to remain patient and calm to improve difficult situations.

Say please and thank you.

If good manners have fallen out of fashion at your workplace, try becoming the role model for manners. Others will follow your lead.

Kick the gossip habit.

Others may continue to gossip and that is out of your control. However, make a personal decision to avoid rumors. Keep in mind gossip and rumors cause a toxic workplace.

Your EAP can offer you information, resources and assistance as you work on improving your communication skills. Contact us today to learn more about how to improve communication. Reach out, we are here for you.

Call us at 800-327-4968 (TTY 877-492-7341) or visit EAP4YOU.com