



BOARD POLICIES

DIVISION	POLICY NUMBER
II. College Employees	2.01.18 [1]
CATEGORY	DATE
2.01.18 Workplace Civility	Adopted: 11/2010 Revised: 10/2014, 09/2019, 12/2020

2.01.18 WORKPLACE CIVILITY

It is the policy of Joliet Junior College (JJC) that all members of the College community, including faculty, staff and students, are expected to interact with each other with respect and consideration by exhibiting ethical behavior and professional conduct. Employees are expected to refrain from actions and behaviors which are uncivil. Incivility includes a broad range of behavior from rude, obnoxious, bullying behavior to threats of violence, discrimination, and harassment, including sexual harassment.

JJC will not tolerate workplace incivility, as defined by this policy. This means that no forms of discrimination, harassment, or incivility will be tolerated and JJC is committed to enforcing Board Policies and related procedures at all levels of the organization. It is the responsibility of the supervisor, chair or dean who supervises the person engaging in the conduct to address reports in accordance with institutional policies, procedures, and collective bargaining agreements.

Employee actions and behaviors should align with the College’s core values of respect/inclusion, integrity, collaboration, humor/well-being, innovation, quality, and sustainability. The College has established procedures by which individuals may bring forward concerns or complaints of discrimination and harassment. The College will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will apply corrective action to confirmed cases, up to and including termination of employment or expulsion for students. Any corrective actions taken must adhere to institutional policies and procedures, as well the principles of progressive discipline and any collective agreement provisions. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by the College.

The College prohibits acts of intimidation, discrimination, incivility and bullying. The College has determined that a safe and inclusive environment is necessary for



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employees and students to be successful and productive. Bullying, discrimination, incivility, and intimidation, like other disruptive or violent behaviors, impedes both an individual’s ability to positively contribute to the College on a day-to-day basis and the College’s ability to successfully pursue its mission, vision, and strategic objectives.