

## RESPECTFUL WORKPLACE POLICY

It is the policy of MCCFMA to maintain a respectful environment free from violence, discrimination and other offensive and degrading remarks or conduct. MCCFMA will not tolerate such behavior by or toward any member of the Association, staff employed by or assigned to the Association, Executive Committee members, or any other individual with whom contact is made in a professional capacity. Any member or staff employed by, or assigned to, the Association found to have acted in violation of this policy shall be subject to appropriate disciplinary action. MCCFMA will also take appropriate action with respect to any instance in which a member or individual under MCCFMA's control is subjected to disrespectful behavior by another member, staff employed by or assigned to the Association, Executive Committee members, or any other individual with whom contact is made in a professional capacity. Preserving MCCFMA as a respectful environment in which to work is a shared responsibility of both leadership and membership.

Section 1. Categories of disrespectful behavior include:

- A. Violent behavior: includes the use of physical force, harassment, or intimidation.
- B. Discriminatory behavior: includes inappropriate remarks about or conduct related to an individual's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, status regarding public assistance, familial status, or membership or activity in a local commission.
- C. Offensive behavior: may include work related actions such as verbal, physical, or psychological behavior directed at an individual that could reasonably be regarded as derogatory, abusive, harassing, bullying, threatening or disrespectful. Examples include: the abuse of power, knowledge or personality to domineer, intimidate, or humiliate an individual; the repeated, less favorable treatment by another or others in the workplace, such as exclusionary behavior, excessive scrutiny, unreasonable demands or the spreading of malicious rumors; or behavior that offends or degrades an employee, possibly in front of coworkers or customers, such as angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, threats, or rude or degrading remarks directed toward the employee; or the intentional filing of an unfounded complaint under this policy.
- D. Behavior prohibited by this policy also includes requests to engage in illegal, immoral, or unethical conduct or retaliation for making a complaint under this policy.
- E. In addition, behavior prohibited by this policy includes abuse of power or authority when the impact is to control by causing pain, fear or hurt, or the

threat to do bodily harm to another with the present ability to carry out the threat.

Section 2. Members or staff who believe they have been subject to disrespectful behavior related to membership or employment with MCCFMA have the following options:

- A. Politely but firmly tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person cease the behavior. If practical, bring a witness with you for the discussion. You may write a statement describing the incident(s) of disrespectful behavior, a summary of your conversation with the person you believe is in violation of this policy and what that person's reaction was when told. You may keep the statement or provide a copy to the Association President or another member of the Executive Committee.
- B. All members and staff are urged to report disrespectful behavior immediately to the President or to another member of the Executive Committee. State specific details of the behavior you believe violates this policy.

Section 3. It is the responsibility of the President and Executive Committee to deal promptly and appropriately with persons treating another disrespectfully. A member or staff person employed by or assigned to MCCFMA who engages in disrespectful behavior is subject to appropriate disciplinary action.

Upon receiving a complaint of disrespectful behavior, it is the responsibility of the President and the Executive Committee to investigate the complaint. Said investigation should be conducted promptly. Upon concluding the investigation, the Executive Committee will decide the response to be made. The decision of the Executive Committee shall be considered the final resolution to the complaint. Disciplinary action up to and including immediate termination of membership may result.

Section 4. This policy applies to all members of MCCFMA while performing their duties within or outside the workplace, or while participating in MCCFMA functions or activities.

Section 5. MCCFMA will not tolerate any form of retaliation or reprisal against any person who reports alleged violations of this policy or who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. If MCCFMA determines that a member has engaged in any form of retaliation or reprisal, MCCFMA may impose any level of discipline it deems appropriate up to and including

immediate discharge. MCCFMA may also take any other action it deems appropriate to resolve the retaliation and prevent the conduct from recurring.