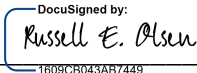




Pollution Liability Insurance Agency Policy

<i>Respectful Work Environment</i>	
General Topic: Human Resources	Policy Number: 4.24
Contact: Deputy Director	Effective Date: January 21, 2021
References: Executive Order 20-02 , DEI Policy Committee Guidance	
Approval: <small>DocuSigned by:</small>  <small>1609CB043AB7449...</small> Russell E. Olsen, Executive Director	

I. Purpose

Expecting respect, dignity and civility at work.

II. Scope

This policy applies to all agency employees, contractors and volunteers.

III. Definitions

(Please see [Glossary of Equity-Related Terms](#) found at ofm.wa.gov.)

IV. Policy

At the Washington State Pollution Liability Insurance Agency (PLIA), we believe one of the tenets of inclusion (see our DEI policy) is creating a work environment anchored to respect, dignity and civility. This policy outlines PLIA's firm commitment to ensuring a positive, healthy and professional work environment in which all people, irrespective of their position, are treated with respect, civility and dignity.

A truly respectful workplace requires the cooperation and support from each and every employee of PLIA. We all have a responsibility to set a positive example and behave in a manner that will not offend, embarrass or humiliate others. Sometimes our actions and behaviors, without intent, can offend others: There may be a gap between intent and impact. In these situations, it is important that we own our behavior and work to build trust and respect in our relationships.

Respectful behavior includes, but is not limited to, the following:

- Engaging others with an open, collaborative and cooperative approach.

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- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin; color; religion; age; sex; sexual orientation, gender identity or expression; marital status; family status; veteran status; body shape/size; or any physical or mental disability.
- Recognizing the dignity of a person through courteous conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs.
- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.

Disrespectful behavior includes, but is not limited to, the following:

- Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior
- Yelling
- Belittling
- Reprimanding in the presence of others
- Aggressive or patronizing behavior
- Embarrassing or humiliating behavior
- Intimidation and/or coercion
- Damaging gossip or rumors
- Bullying
- Inappropriate physical contact
- Covert behavior (inappropriately withholding information, undermining, underhandedness)
- Micro-aggressions
- Discrimination
- Harassment
- Sexual harassment
- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion

We want all employees, regardless of position, to read and comply with this policy. We expect all employees in our organization to treat all their coworkers with dignity, civility and respect. If you are not sure whether you are following this policy, ask your supervisor for advice or support so you can uphold the values described here. We also expect everyone who works here to speak up when they see disrespectful behavior, or to report it so it can be addressed. We will take care of each other and create a safe space. We will commit to learning and growing through engagement and availing ourselves of workforce trainings on this and related topics.

In addition to the above, all supervisors and managers at PLIA are responsible to:

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- Advise employees on how to uphold the values described in this policy and support their efforts to learn. If as a manager, or supervisor, you need assistance, contact the Deputy Director.
- Lead by example. Create and maintain a workplace that demonstrates respect and professionalism.
- Listen to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Address behaviors and incidents that violate this policy quickly and at the lowest appropriate level.

PLIA's Management Team will review this policy annually. As part of the review, the following data and criteria will be used to determine the success of this policy:

- In the annual State Employee Engagement Survey, by 2023, 90% of our responding employees will respond positively to the question, "A spirit of cooperation and teamwork exists in my work group."
- By 2021, in the engagement survey, 80% of our responding employees will respond positively to the question, "My supervisor treats me with dignity and respect."
- By the end of 2021, all employees will have attended a workshop on respect, civility and dignity in the workplace.
- Starting in 2021, the agency will create an annual awareness and recognition event for the agency to review the ways our employees have shown respect, civility and dignity in the workplace.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. In addition, these directives and the goals will be used in annual evaluations for leaders as a specific competency required for satisfactory job performance. Supervisors and managers will be expected to explain how they worked to comply, achieve and exceed the goals identified in this policy.

Complaints associated with this policy should be reported to any PLIA supervisor, manager, leader or small agency human resources support personnel. While we recognize that those experiencing or witnessing policy violations may feel uncomfortable with reporting violations, such reporting minimizes future violations. PLIA has established a process for reporting violations of this policy, and will ensure that all individuals are protected and provided relief from any form of discrimination in the workplace. Pursuant to law, there are occasions that an agency must inform employees that it is under a legal obligation to respond to allegations of behaviors covered by this policy. PLIA is committed to responding because it wants to promote an inclusive, respectful and safe culture.
