

## Hospitable Workplace

UW Facilities is committed to maintaining a work environment where employees can feel comfortable and free from concern for their personal well-being. UW Facilities will not tolerate harassing or abusive behavior of any UW Facilities employee by any other person, regardless of either person's position in the University community. We are also committed to ensuring that interactions between UW Facilities employees and all others in the University community are civil and courteous, and appropriately represent the University's commitment to positive community relations.

It is inappropriate and unacceptable for any employee to engage in verbal or physical conduct that is threatening, intimidating, or demeaning and may impair another employee's ability to do his or her job. Employees who are found to have engaged in verbal abuse, threatening statements, name calling, hostile or confrontational behavior will receive appropriate corrective action, up to and including dismissal. Any employee who is found to have physically abused another employee can expect to be dismissed.

The use of racially and/or sexually inappropriate language at work or while using University facilities, equipment or computing systems is unacceptable even though users may feel they are joking and do not have a hostile intent. The use of such language, regardless of intent, will not be tolerated in UW Facilities, and any employee who is found to have used such language is subject to corrective or disciplinary action, up to and including dismissal.

Any employee who feels that he or she is being subjected to an inhospitable workplace, including but not limited to harassment, discrimination or abusive behavior should report incidents immediately to his or her supervisor, manager, director, Facilities Employee Services HR team, other UW Facilities management, the organization's Central HR Consultant, or to the offices or persons identified in <https://policy.uw.edu/directory/aps/section-40-personnel/aps-46-3-resolution-of-complaints-against-university-employees/>.