NO GOSSIP POLICY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company wants to inform all its employees that negative and malicious gossiping or rumors as well as engaging in behavior that creates discord and threaten harmony will not be tolerated in the workplace.

Employees found to be in violation of the policy may be subject to discipline up to and including termination.

In the workplace, gossip is an activity that can drain, distract and downshift employee job satisfaction. We have all participated in this, yet most of us say we do not like it. In order to create a more professional workplace, we the undersigned are making a commitment to change our atmosphere to be gossip free.

*Gossip: Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk or writing.*

You will notice that gossip is a verb which means it is something you DO. That also means that is something you choose to do-and you can choose not to do it. You enter into gossip by choice- you can opt out of the activity at work. In order to end gossip means to end a particular type of communications- and that can be talk or email communications.

* Gossip always involves a person that is not present
* Unwelcome and negative gossip involves criticizing another person
* Gossip often is about conjecture that can injure another person’s credibility or reputation

The person signing below agrees to the following:

In order to have a more professional, gossip free workplace I will:

1. Not speak or insinuate another person’s name when that person is not present unless it is to compliment or reference regarding work matters.
2. Refuse to participate when another mentions a person who is not present in a negative light. I will change the subject or tell them that I have agreed not to talk about another.
3. Choose not to respond to negative email or use email or text to pass on private or derogatory information about any person in the company.
4. While off the job, I will not speak to another co-worker about people at work in a derogatory light. If I have feelings, I will select to talk to someone not from the workplace.
5. If another co-worker does something unethical, incorrect, against procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.
6. I will mind my own business, do good work, be a professional adult and expect the same from others.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature