

# Civility in the Workplace

As stated in our Code of Ethics and Business Conduct, **civility** is an expectation of all HII employees. Civil behavior reflects mutual respect and concern for others, which is one of the most fundamental components of an ethical culture. It means that you treat others with dignity and respect, and you communicate in a courteous and professional manner. By exhibiting civility at all times, you are putting our value of Respect into practice.

## Civil behaviors include, but are not limited to:

- Behaviors that are respectful, courteous, helpful, supportive, reasonable and understanding.
- Treating others as equals.
- Resolving conflicts through respectful dialogue.

## Uncivil behaviors include, but are not limited to:

- Behaviors that distract from, interfere with, or prevent normal work functions or activities.
- Using profanity or vulgar language.
- Verbally abusing others.
- Belittling or bullying others.
- Creating an intimidating or hostile work environment.

## What can you do to ensure a civil workplace?

- Acknowledge everyone in a positive way.
- Build others up rather than tearing them down.
- Hold yourself accountable for your actions, behavior and decisions.
- Seek clear expectations and a common understanding with others.
- Treat others with humanity and humility.
- Express issues and concerns in a respectful manner.
- Remember that your tone of voice and body language can speak louder than your words.
- Avoid inciting conflict.
- Value all perspectives.
- Be approachable and supportive.

Supervisors/Foremen - Please share this message with employees who do not have computer access. Post it for employee review.