

Civility in the Workplace

At Hill, we are committed to “Winning the Right Way” and meeting the highest ethical standards by putting our values into action. This starts with civility – it’s one of the most fundamental components of an ethical culture. As stated in our Code of Ethics and Business Conduct, civility is an expectation of all Hill employees.

Civil behavior reflects mutual respect and concern for others. It means that you treat others with dignity and respect, and you communicate in a courteous and professional manner – even when you disagree. By exhibiting civility at all times, you are putting our value of Respect into action.

Civil behaviors include, but are not limited to:

- Behaviors that are respectful, courteous, helpful, supportive, reasonable and understanding.
- Resolving conflicts through respectful dialogue that avoids personal attacks or judgmental language.
- Treating others as equals.

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?

- Be approachable and acknowledge everyone in a positive way.
- Hold yourself accountable for your actions, behavior and decisions.
- 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.
- Before posting or commenting on social media sites, ask yourself if your post has the potential to create a disruption in the workplace. See [Hill's Social Media Guidelines for Employees](#) for more information.

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