

NO GOSSIP POLICY

In the workplace, gossip is an activity that can drain, distract and downshift employee satisfaction. We all have participated in this, yet most of us say we don't 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,

gos-sip n. 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.

gos-sip v. Engage in gossip.

You will notice that gossip is a **verb** - which means it is something you DO. That also means that it 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 who is not present
- Unwelcome and negative gossip involved criticizing another person
- Gossip often is about conjecture that can injure another person's credibility, reputation

The persons signed below agree to the following:

In order to have a more professional, gossip free workplace we 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 I have agreed not to talk about another.
3. Choose not to respond to negative email, text or use email or text to pass on private or derogatory information about any person at LPE.
4. While off the job, 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 at the workplace.
5. If another person in the classroom 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.

Print, Sign below and Return

_____ (sign) _____ (date) _____ (Print name)