



## **Example Policy on Political Discussions and Workplace Civility**

### **Introduction:**

As we know, elections (and politics in general) can evoke strong emotions and opinions. It is important to recognize that these emotions can spill over into the workplace, and become disruptive to productivity, teamwork, and can introduce toxicity to the work environment. Maintaining a respectful work environment is essential for the well-being of all employees.

### **Purpose of the Policy:**

The purpose of this policy is to promote a harmonious work environment where employees engage in respectful and appropriate workplace behavior, while avoiding conflict related to political opinions. This policy ensures that employees feel comfortable and safe at work, and that the workplace remains a neutral space focused on business goals and professional collaboration, without becoming a forum for political debates.

### **Scope:**

This policy applies to all employees, regardless of rank, and covers behavior in the workplace, during working hours, and during any work-related interactions, including those conducted remotely. For the purposes of this policy, “workplace” is defined as the physical office, shared working spaces where two or more employees are present, off-site work interactions (such as client meetings, working lunches, and networking events), and remote interactions (including video conferences via Zoom or Teams).

### **Expectations Under this Policy:**

- **Respect and Inclusivity.** We are fortunate to work with a diverse team, and as a company, we respect everyone's right to have their own values, beliefs and views. However, in order to maintain a productive and peaceful workplace, political discussions must be handled with care and respect for differing opinions. We don't want any employee to feel marginalized, disrespected, or discriminated against because of their political views.
- **Neutrality in the Workplace.** While diversity of thought and ideas is encouraged as it relates to collaborative work, the workplace is not the appropriate place for political campaigning or advocacy. Political paraphernalia, signage, or promotion of candidates, parties, or specific political agendas are prohibited during work hours, in the shared workspaces, and in view on remote communications. Our focus as a team must remain on achieving our professional goals.



- **Compassion and Empathy.** Where discussions of U.S. or world politics arise, emotions can run high. We ask all employees to show empathy and understanding toward their colleagues. It's important to recognize that not everyone shares the same views or experiences. Political discussions with work colleagues are strongly discouraged in order to prevent unnecessary tension and maintain a peaceful and productive atmosphere.

#### 4. **Behavior.**

To ensure a peaceful and professional environment, these are the expectations we have for our workplace:

- **Limit Political Conversations:** Political topics may, from time to time, occur naturally in conversation. In these instances, we expect employees to keep discussions brief, non-confrontational, and respectful. If a conversation becomes heated, we ask that employees agree to disengage and focus on work-related matters.
- **Discrimination and Hostility Are prohibited:** Under no circumstances should political beliefs be used to justify disrespect, bullying, or exclusion of a colleague. Any form of discrimination or harassment based on political beliefs will not be tolerated and will be addressed accordingly.
- **Be Mindful of Public Spaces and Online Platforms:** While we cannot dictate what employees choose to post on their personal social media accounts, we expect everyone to remain considerate and adhere to this policy while in shared spaces such as breakrooms, meetings, and while utilizing online communications (including emails and internal messaging platforms). Messages, emails or comments that may inflame political tensions are prohibited in any work-related group chats or forums. We expect only respectful communications in all work-related settings.

#### 5. **Disciplinary Action.**

Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination. The company takes this policy seriously to protect the well-being and productivity of all team members. Instances of disrespect, bullying, or discrimination will be investigated and handled according to our standard disciplinary procedures.

#### 6. **Support for Employees.**

We recognize that some employees may be feeling particularly affected by the current political climate or recent events. To support our team members, we encourage the employees to reach out



to their supervisors or designated contacts to discuss any concerns about workplace tensions in a confidential manner.

#### **7. Leadership Responsibilities.**

Managers and team leaders are expected to model appropriate behavior and guide their teams through post-election tension, or any other period of heightened political tension. Leaders must remain neutral, consistently enforce this policy, and remain open and approachable for employees who may have concerns.

#### **8. Post-Election Unity.**

Regardless of our feelings about the results of the Presidential Election, we must refocus our energy on our shared goals and the success of our team. We ask that everyone to look beyond political differences and work collaboratively to build a positive, unified environment. We strive to provide a culture of respect, empathy, and professionalism as it is essential to the success of the company, as well as the team. We expect each employee to play a role in maintaining that culture.

#### **9. Policy Review and Updates.**

This policy will be reviewed periodically to ensure relevance and effectiveness. Updates may be made as necessary to address changes in workplace dynamics or political climates.