

Hospitable Workplace

Facilities Services is committed to maintaining a work environment where employees can feel comfortable and free from concern for their personal well-being. Facilities Services will not tolerate harassment or abuse of any employee by any other employee, regardless of either employee's position. We are also committed to ensuring that interactions between Facilities Services employees and all others in the University community are civil and courteous, and appropriately represent the University of Washington's commitment to positive community relations.

It is inappropriate and unacceptable for any employee to engage in verbal or physical conduct that is threatening, intimidating, or demeaning and may impair an employee's ability to do his or her job. Employees who engage in verbal abuse, threatening statements, name calling, hostile or confrontational behavior will be held accountable. Appropriate corrective action may include reprimand or other disciplinary action, up to and including dismissal. Any employee who is found to have physically abused another employee can expect to be dismissed.

The use of racially and/or sexually derogatory language at work or while using University facilities, equipment or computing systems is inappropriate and unacceptable even though users may feel they are joking and do not have a hostile intent. The use of such language, regardless of intent, will not be tolerated in Facilities Services, and any employee who is found to have used such language is subject to corrective or disciplinary action.

Any employee who feels that he or she is being subjected to harassment or abuse should report incidents immediately, to his or her supervisor or manager or Director, the [Facilities Services Human Resources Administrator](#), to other Facilities Services management, or to the unit's [Human Resources Consultant](#).

Also see

[Facilities Services – Harassment](#)

[Facilities Services – Employee Complaints](#)

[UW “Policy and Procedure on Workplace Violence”](#)

[UW policy on non-discrimination \(University Handbook, Vol. IV, Part 1, Chapter 2\)](#)

[UW “Complaint Resolution Options”](#)

FS/OR
Rev 07/04