

NO GOSSIP POLICY SAMPLE AGREEMENT

In our workplace, gossip is an activity that can drain, distract and downshift our job 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.

gossip 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.

You will notice that gossip is a **noun** - which means it is something you DO. That also means that is something you choose to do – and you can choose NOT to do. 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 or use email to pass on private or derogatory information about any person in the agency.
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 department 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.

I agree that this behavior would be a good thing for our agency and I agree to do as listed.

_____ Date _____