



Policy HR 8.3

Gossiping

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

NOLS employees are in the business of providing library services to Clallam County. Gossiping is an activity that can drain, distract and reduce employee job satisfaction. In order to maintain a professional workplace, NOLS is committed to making the workplace atmosphere gossip-free.

All NOLS employees are expected to treat their colleagues and patrons with dignity and respect and not engage in gossip as defined in the following paragraph.

1. Definition

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A *gossiper* is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

2. Maintaining a gossip-free workplace

In order to maintain a gossip-free workplace, NOLS employees are expected to:

- a. Not speak of or insinuate about another person when that person is not present unless it is to compliment or reference work matters.
- b. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- c. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or patron of the Library.
- d. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

3. Administration

The Director, all managers and supervisors are responsible for managing this policy.