



Agency Workplace Norms

Integrity ♦ Innovation ♦ Excellence ♦ Partnerships

The following guidelines are intended to establish Norms for WESD office activity.

Workplace Decorum

- Interpersonal interactions should be considerate, professional and concise.
- Conflict resolution should be interest based and focus on outcome, not personal issues.
- Respect co-workers by avoiding gossip and unwanted personal conversations.
- Keep voice levels low.
- Avoid conversations in halls or common areas that may disturb colleagues.
- When entering a workspace, announce yourself with a knock or greeting.
- Maintain common areas in a functional and neat fashion.

Appearance/Hygiene

- Adhere to agency dress standards during work hours.
- Remember to moderate scents, whether they be perfume, lunch or office products.
- Stay home if you are ill.

Confidentiality

- Maintain confidential staff and student records in a manner ensuring privacy and safety.
- Sustain a work environment where awareness and caution are observed regarding the confidential content of discussions and interactions with colleagues.

Phone Usage

- Set office phone ringtone at lowest workable level.
- Do not use speakerphone in an open environment or from an office that disturbs others.
- Use conference space or private areas for phone conference/speaker phones.
- Set personal phones to vibrate or mute during office hours.
- Take personal calls away from your workspace.

Computer Usage

- Keep emails formal and use agency conventions for signature and appearance.
- Minimize personal emails, remembering that all emails are public information.
- Limit social media and internet use to work related activity.

Meetings

- Be punctual and professional in all meetings.
- Interact in a collegial manner, communicating through expectations set by the facilitator.
- Provide input, but accept consensus decisions made by the collective body.