

Respectful Working & Learning Environment Policy

A welcoming, inclusive, and affirming environment feels safe and is a space where all people understand that everyone is treated with dignity and respect.

ASPDP seeks to provide a welcoming and inclusive working and learning environment for participants, education providers, ASPDP staff, and community (internally and externally) of all backgrounds and identities. This type of environment is vital to our program's mission, and we are committed to maintaining a working and learning environment that encourages mutual respect, promotes civil and collaborative relationships among staff, education partners, and participants, and is free from all forms of harassment and violence. Such conditions ensure that everyone's self-worth as human beings is regarded and honored regardless of their roles, levels of responsibilities, and the nature of their contributions. We seek to value and affirm all cultural identities (i.e., race, ethnicity, age, gender, sexual orientation, disability, language, religion, socioeconomic background).

Examples of Respectful Behavior

As members of the ASPDP community, we believe in upholding these values and standards of interpersonal behavior and communication:

- We respect and value all community members, regardless of their status or role within the community.
- We treat employees with dignity, courtesy, civility, and respect.
- We work honestly and effectively with our colleagues and others.
- We value and consider different viewpoints and opinions, even if they differ from our own.
- We communicate respectfully and listen openly, managing disagreements in a courteous manner.
- We respect the needs, views, and expectations of our staff, participants, partners, and others both within and outside our community.
- We abide by all applicable policies, regulations, and guidelines, and address any issues through appropriate channels.
- We are committed to continuous personal and professional growth and development.

Examples of Disrespectful Behavior

We expect all members of the ASPDP community to refrain from disrespectful behavior. This includes but is not limited to:

- Using threatening or abusive language, profanity, or speech that demeans, berates, or offends others.
- Engaging in bullying.
- Displaying microaggressions or demonstrating bias based on race, gender, sexual orientation, language, culture, role, or any aspect of identity.
- Making threats of violence, retaliation, litigation, or financial harm, or engaging in intimidating or harassing behavior.
- Using racial or ethnic slurs or negative stereotyping.
- Making denigrating jokes or pranks that are crude or offensive.
- Distributing or displaying materials or messages that are abusive, profane, threatening, defamatory, or offensive.
- Using sarcasm or cynicism as a personal attack on others.
- Engaging in unwanted or inappropriate physical contact.
- Expressing anger, criticism, or threats by throwing tools, office equipment, or objects.
- Making false or personal attacks on the professional conduct of others.
- Engaging in retaliatory actions.
- Creating a pattern of behavior that negatively impacts workplace or learning conditions.

Remember, respecting others is essential to fostering a supportive and inclusive working and learning environment.