



COMMITMENT TO A RESPECTFUL AND PROFESSIONAL WORKPLACE

Every employee working for the State of California should work in an environment that is free from harassment and violence and where respectful and professional working relationships are the foundation of every department. All employees of the State and those working on the State's behalf are expected to follow our essential values:

Integrity: We maintain trust by acting with honesty, accountability, and transparency. We treat each other fairly on the basis of merit, and do not tolerate discrimination.

Professionalism: We display good judgment and act with dignity to create a workplace that is free from inappropriate and abusive workplace behavior.

Respect: We recognize and value the diversity that exists within the State and throughout our communities, while demonstrating concern and compassion for all.

Public Service: We put people first and others ahead of ourselves. We seek to make California a better place for everyone.

Employees at every level of the State, and those working on behalf of the State, are personally responsible to act in a professional, respectful, and courteous manner to everyone they come in contact with when performing their work duties. We support action and conduct that builds positive relationships with others, including respectful communications, where individual differences are valued.

This means that State employees and those working on behalf of the State should not act in a manner that could be construed as being rude, intimidating, or harassing. Any harassment or unprofessional or inappropriate behavior, even if not illegal, interferes with that goal.

Unprofessional conduct should be reported as soon as possible to any supervisor. The State will not tolerate any retaliation against employees who report conduct that may violate this policy.