

Workplace Expectations of the General Assembly

Effective DRAFT

A. APPLICABILITY

This Policy applies to every member of the General Assembly, every legislative employee, and third parties, as each of those terms are defined in the Workplace Harassment Policy of the General Assembly.

B. EXPECTATIONS

The General Assembly is committed to creating and maintaining a work environment in which all individuals are treated with dignity and respect. Members, legislative employees, and third parties are expected to:

1. Be professional, respectful, truthful, and courteous to all in the legislative workplace at all times;
2. Serve as a positive role model to others;
3. Be responsive to member and coworker requests and needs;
4. Accept responsibility for their own work, behavior, and actions;
5. Communicate in a professional and respectful manner;
6. Resolve conflicts in an appropriate, respectful, timely, and courteous manner;
7. Treat everyone fairly and demonstrate respect for all people and their ideas; and
8. Adhere to all federal and state laws and General Assembly policies and legislative rules.

C. INFORMAL RESOLUTION PROCESS CONCERNS ABOUT BEHAVIORS OR ACTIONS

Concerns regarding behaviors or actions that fall under this Policy are addressed via an informal resolution process. A member, legislative employee, or third party who has a

concern regarding behaviors or actions that that fail to meet the expectations set forth in subsection B. of this Policy should direct the concern as follows:

1. Concerns regarding House majority party members or staff should be directed to the Speaker of the House of Representatives-;
2. Concerns regarding House minority party members or staff should be directed to the Minority Leader of the House of Representatives-;
3. Concerns regarding Senate majority party members or staff should be directed to the President of the Senate-;
4. Concerns regarding Senate minority party members or staff should be directed to the Minority Leader of the Senate-; and
5. Concerns regarding nonpartisan staff and third parties should be directed to the Office of Legislative Workplace Relations.

The person to whom a concern is directed should work with the parties in an attempt to resolve the concern.

D. CONFIDENTIALITY

An individual who raises a concern that a behavior or action fails to meet the expectations set forth in subsection B. of this Policy may request that the matter be kept confidential except as otherwise necessary to attempt to resolve the concern and provide any accommodations.