TRENT DURHAM
STUDENT ASSOCIATION

Policy 2
Created: 2011
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2. Policy 2: Workplace Etiquette

2.1. All those who make use of the office shall endeavor to keep all spaces clean and usable for others and shall treat the belongings in those spaces in a professional manner.

2.2. All staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only.

2.3. All staff and volunteers shall endeavour to avoid using their personal workspace or a common workspace in a manner that may be disruptive to others.

2.4. All Trent Durham Student Association (TDSA) employees and volunteers shall have an obligation to ensure that all individuals are treated with dignity and respect, and are not exposed to harassment or discrimination as prohibited by the policies described by Trent University concerning Human Rights, Equity, and Accessibility.

2.5. Individuals shall maintain a respectful tone and use respectful language in all interpersonal interactions regardless of the subject matter being discussed.

2.6. All employees and volunteers shall endeavour, wherever possible, to avoid the use of language or gestures that may be construed as offensive.

2.7. Individuals shall refrain from the use of personal insults and other derogatory language.

2.8. Any interactions, conduct, communications, or gestures that would constitute violence or the threat of violence as defined by Trent University's policies concerning Human Rights, Equity, and Accessibility shall be avoided at all times.

2.9. As stewards of the Corporation, all Directors are expected to at all times act diligently and in good faith, with loyalty to the best interests of the organization, and a view to the furtherance of its objectives.