

**ADMINISTRATIVE REGULATION**

**GOSSIP**

Number: AR 2016-50

Eff. Date: 09/22/2016

Supersedes: \_\_\_\_\_

Date: September 22, 2016

City Manager's Approval: \_\_\_\_\_



**SECTION 1. PURPOSE**

This regulation establishes the policy by which the practice of "negative gossiping" is prohibited within the workplace.

**SECTION 2. DEFINED**

For the purpose of this policy, Gossip is defined as casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true.

Negative gossip is gossip that is detrimental in nature. Positive gossip is gossip that is meant to speak praise about situations or people.

Negative Gossip can create productivity issues, morale issues, employee engagement and turnover issues, even liability issues when pervasive gossip is deemed "malicious harassment."

**SECTION 3. PROCEDURES FOR DISCIPLINE**

The act of spreading negative gossip and/or rumors as well as engaging in behavior that creates discord and threatens the harmony of the workplace is unacceptable and will be subject to progressive discipline, as defined in Section 6 of the *Personnel Policy*.

If the act of gossiping interferes with the ability of the employee to complete his/her job functions or interferes with the ability of a co-worker to complete their job functions, then the employee found to be in violation of this policy may be subject to additional disciplinary actions, up to termination (Section 6.4 of the *Personnel Policy*).

Gossiping should be reported to an employee's direct supervisor or to the City's Human Resources Office. If the direct supervisor happens to be the employee involved in the act of negative gossip, then the report should be made to the Human Resources office.

**SECTION 4. ACTION NECESSARY**

This document shall be signed by the employee and returned to the Human Resource Department within ten (10) days of receipt.

## ADMINISTRATIVE REGULATION GOSSIP

\_\_\_\_\_  
(Date of Receipt)

I \_\_\_\_\_ am in receipt of the Administrative Regulation entitled Gossip and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For Human Resources Use Only**

Date Received: \_\_\_\_\_

HR Representative: \_\_\_\_\_