

## Civility Statement-Draft

SUNY Orange is a community of dedicated (Board of Trustee members,) administrators, faculty, and staff (and students) who are committed to promote an environment of civility, exemplifying behaviors of mutual respect, engagement, integrity, and inclusivity. To achieve this, we strive to intentionally and purposefully demonstrate the principles of civility in all endeavors and interactions. In order to demonstrate civility, we commit to promote the following practices when communicating not only in words, but also in our tone, demeanor and actions.

Civility Defined:

Promote civility through:

- Utilizing active listening- (listening with open heart and mind)
- Acting with kindness and understanding
- Embracing each person's contributions
- Recognize the significance of every person's right to be heard
- Help one another succeed
- Respect views from various perspectives
- Allow for acceptance, tolerance and forgiveness
- Practice cooperation, empathy, and patience
- Consider the perception of the audience
- Demonstrate kindness and simple courtesy
- Being respectful of others' privacy
- Refrain from gossip
- Refrain from rudeness and incivility, negativity

In the face of incivility, silence can indicate consent; we each have the responsibility to speak out to counteract incivility.

Guide Posts

- Civility begins with me.
- Each person is responsible for creating and maintaining a positive place to learn and to work, where everyone can flourish.
- Take responsibility for one's own choices. Accept your responsibility to engage courteously in all forms of communication (oral, written, and electronic).
- Listening, not just hearing, but listening with respect, is the proper response to others.
- Regardless of status, everyone has worth and dignity which should be valued.
- Recognize the contributions of others and value their opinions.
- All members of the community are responsible for and expected to exemplify and promote civility, integrity, and concern for the common good.
- Demonstrate and promote fair and just treatment; practice forgiveness and compassion.

*If an individual behaves in a discourteous and uncivil manner in a meeting they will be met with one or more of the following consequences:*

1. *Asked to leave and contain themselves prior to returning*
2. *Asked to table a discussion until a later time*

3. *Muted or removed from a Zoom meeting*
4. *If the behavior persists, the individual may be prohibited/suspended from attending meetings for a determined period of time.*

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