

THE ETHICAL WORKPLACE

THE SUPERVISOR AS GOOD CITIZEN

- 1). Do not let any of the protected classes (race, color, sex, national origin, pregnancy, age, religion, disability, military status) be *a motivating factor* in employment decisions.

- 2). When an employee comes to you with an allegation related to discrimination or retaliation, report it to HR right away – do not delay, and no self-help.

- 3). Do not make deals with employees to keep secrets.

- 4). A verbal complaint of discrimination or retaliation is just as valid as a written complaint. There's nothing to the "put it in writing" myth.

- 5). No one should be called anything but their name. Nip all inappropriate remarks and jokes in the bud.

- 6). Leave your hormones at home.

- 7). Similar disciplines for similar infractions.
- 8). The “e” in e-mail stands for evidence.
- 9). Talk to HR before changing in any way the terms and conditions of employment of someone who has alleged discrimination.
- 10). Don’t fall off the cliff, roll down the slope.
- 11). You’re in a legal environment, and evidence is all that matters.
- 12). Be the patient, long-suffering parent, not the out of control teenager.