



Policy and Procedure # 648

Use of Profanity or Offensive Language by Employees

Approval: _____ Effective Date: 5/10/24

POLICY:

EFI seeks to provide a professional, business-like working environment where employees treat each other, our clients and the general community with respect and courtesy.

PROCEDURE:

1. EFI asks all employees to refrain from using profane or questionable language while on duty or when talking to, or in front of; clients, community members and other employees. Language that causes or contributes to a hostile or objectionable work environment will not be tolerated.
2. Employees who believe that a fellow employee's language has been inappropriate or offensive, but do not wish to express their concerns to the employee themselves, should report it to their supervisor. EFI will promptly investigate any such incidents.
3. Employees are expected to cooperate fully in any such investigation.
4. Employees found in violation of this policy may be subject to corrective action, up to and including termination.