



Northeast Youth and Family Services

No Gossiping Policy

In our workplace, gossip is an activity that drains, distracts and downshifts our job satisfaction. While most people involved in gossip may not intend to do harm, gossip can have a massively negative impact as it has the potential to destroy a person's life and ruin Parkview's credibility. In order to create a more professional workplace, we are making a commitment to create a gossip free environment.

DEFINITION OF "GOSSIP":

(noun)

- Rumor or talk of a personal, sensational, or intimate nature
- A person who habitually spreads intimate or private rumors or facts.
- Trivial, chatty talk, or writing.
- Idle, often sensational, and groundless talk about others

(verb)

- To engage in or spread gossip

Gossip is something you DO. Which also means gossip is something you choose to do - and you can choose NOT to do. You enter into gossip by choice and you can opt out of the activity at work.

WHAT DOES "GOSSIP" LOOK LIKE?

- Talking about a person or person's personal life when they are not present
- Negative and unwelcome critique of another person or persons
- Repeating information that can injure a person's credibility or reputation
- Repeating a rumor about another person
- Repeating a rumor that is overheard or hearsay
- Repeating information given to you in confidence without that person's permission or knowledge

WHAT ARE THE NEGATIVE CONSEQUENCES OF GOSSIP?

- Lost productivity and wasted time
- Wears down centerwide trust and morale
- Increased anxiety among staff as rumors circulate without any clear information as to what is fact and what is not
- Growing divisiveness among staff as people "take sides"
- Hurt feelings and reputations
- Jeopardized chances for the gossipers' advancement as they are perceived as unprofessional
- High turnover as quality staff and volunteers leave the organization due to the unhealthy atmosphere.

HOW DO YOU KNOW IF IT IS “GOSSIP”?

If you are tempted to participate in rumors or gossip, it is always a good idea to step back and ask yourself several questions:-

- Is what I am about to say true?
- Is it harmless?
- Is it necessary and relevant to NEYFS operations?
- How would I feel if someone said something similar about me?
- How would I feel if I saw my words quoted in the daily paper tomorrow?
- How am I going to feel later if I say this? (or listen to this)
- Does gossiping honor my own personal values?

There is much to be gained by turning down the opportunity to gossip. With conscious effort and commitment, NEYFS staff and admin can do their part to stop the harmful effects of gossip and keep the Northeast Youth and Family Services environment healthy and happy for all.

COMMITMENT TO NO GOSSIPING

In order to have a more professional and gossip free workplace I promise to act in such a way as to prevent gossip and follow the suggested guidelines listed below:

1. I will not speak or insinuate another person's name when that person is not present unless it is to compliment, praise or to ask about matters related directly to their work with Northeast Youth and Family Services or any of its partners.
2. I refuse to participate when another mentions a person who is not present in a negative light. I will change the subject or tell them that I have agreed not to talk about another individual.
3. I choose not to respond to negative emails, texts or social media posts, or use emails, texts, or social media posts to pass on private or derogatory information about another individual from the workplace.
4. I will actively call a halt to a discussion if the person or persons initiate gossip about another person when that person is not present.
5. If a staff member of NEYFS does something unethical, incorrect, against Parkview's policies, or is disruptive I will use the proper channels to bring it to the attention of the administrative team and Center Directors so they can resolve the conflict.
6. While off the job, I will not speak to another co-worker about people at work in a derogatory light. If I have feelings, I will select to talk to someone not at the workplace.
7. I will mind my own business, do good work, be a professional adult and expect the same from others.

By signing below, I acknowledge that I have read the above No Gossip Policy and intend to abide by the above mentioned guidelines.

I am aware that if I fail to follow said guidelines I may face disciplinary action, including possible termination.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____