FOUL LANGUAGE POLICY

[Organization Name] is committed to fostering a positive work environment where everyone is treated with dignity and respect. [Organization Name] works towards this goal by promoting healthy workplace relationships, providing conflict resolution training, and putting policies in place to set clear expectations. We believe the use of foul language is detrimental to a positive work environment, to our customer service principles, and to the integrity and brand image we have worked so hard to achieve. We have implemented this policy to reduce the use of foul language within the workplace and when serving our clients.

DEFINITION

**Foul language** refers to harsh, violent, profane, or derogatory language or remarks intended to be demeaning, mocking, humiliating, belittling, or insulting that may or may not be based on the actual or perceived color, race, religion, national origin, sex, sexual orientation, or gender identity of an individual.

POLICY

All employees of [Organization Name] deserve to work in a safe environment free of foul, abusive, offensive, or threatening language or behaviour. In addition, as a client-facing business, we aim to portray a professional image at all times. Swearing and the use of other foul language is unprofessional. It shows a lack of respect and tolerance for fellow coworkers, clients, or other service providers we work with, and it portrays the organization in a negative light.

Each employee is therefore expected to refrain from swearing or using foul language while working or otherwise representing the company. This includes while working onsite, offsite, or at work functions, and across all media platforms.

The use of *abusive* language towards others will not be tolerated.

This policy is to be used in conjunction with our policies on harassment, discrimination, and violence, and with our code of conduct.

Failure to adhere to this policy, or the others listed above, may result in disciplinary action up to and including termination of employment.