

GOSSIP POLICY

In the dental office, gossip is an activity that can distract and affect employee job satisfaction. Most of us say we do not like it but have all participated in it at one time or another. In order to create a more professional and team centered work environment, we ask each team member to make a commitment to change any negative actions and help our office to be gossip and drama free.

***gos·sip** n. 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.*

You will notice that gossip is a noun and something you DO. That also means that is something you choose to do or NOT to do. Gossip is a choice and a behavior that you must choose to opt out of at this office. In order to end gossip, you will have to end particular types of communication, talk, text or email.

- Gossip almost always involves a person who is not present.
- Unwelcome and negative gossip involves criticizing another person.
- Gossip is about conjecture and that can injure another person's credibility and reputation.

The person signed below agrees to the following:

- Not to speak or insinuate about another team member when that person is not present, unless it is to compliment or reference regarding work matters.
- Refuse to participate when someone mentions a person who is not present in a negative light. I will change the subject or tell them I have agreed not to talk about another team member.
- Choose not to respond to negative email or use email to pass on private or derogatory information about any person in the practice.
- While off the job, I will not speak to another co-worker about people at work in a derogatory manner.
- If another person in the practice does something unethical, incorrect, against procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.
- I will mind my own business, work hard, be a professional team member and expect the same from others.

Signature: _____

Date: _____

Printed Name: _____