Governance Committee

AUGUST 10, 2020
9:30 AM

CHAIR: MR. GARY SPRING
MEMBERS: MS. HEATHER HESLOP LICATA, MR. DONALD CHRISTIAN,
MS. RENEE GREENE & MR. ROBERT DEJOURNETT
ITEM 1: CALL TO ORDER

ITEM 2: APPROVAL OF MINUTES FROM JANUARY MEETING

ITEM 3: ITEMS FOR DISCUSSION
- Civility Policy – Dawn Distler
- Chief Executive Officer Contract – Gary Spring

ITEM 4: RESOLUTIONS FOR CONSIDERATION

ITEM 5: OTHER BUSINESS

ITEM 6: CALL FOR ADJOURNMENT
Governance Committee 1.17.2020
1/17/2020 2:00 PM
RKP TRANSIT CENTER
631 SOUTH BROADWAY, AKRON, OHIO

Board Members Present: Gary Spring (Chair), Robert DeJournett, Renee Greene, David Prentice, Donald Christian, Heather Licata
Staff Present: Dawn Distler, Jay Hunter, Jarrod Hampshire

Gary Spring:
- Discussion over committee members and appointments/nominations – Elections currently in March
- Restructuring Terms for Board President
- Vote for 2 Year Terms for the President – 2 Consecutive, 2 Year Terms

General Discussion on Committee Appointments and Make Up of Committees

Adjourn at 2:28 PM
CIVILITY POLICY GUIDING PRINCIPLE

The Board recognizes that civility, common courtesy and respect are cornerstones of human interaction, integral to the operation of Metro and essential for the conduct of all employees when at work.

METRO is an environment in which all people behave in a manner that engenders mutual respect, treating each other with courtesy and civility regardless of position or status within the company. **Rude, disrespectful behavior is unwelcome and will not be tolerated.**

Our organization is one where we demonstrate respect for each other; we accept our individual differences; and we provide opportunities for everyone to maximize his or her potential. **Every member of our company will be held accountable for creating a welcoming, safe and civil workplace for all.**

Purpose:

It is the intent of the Board to promote mutual respect, civility, and orderly conduct of employees, contracted personnel, those serving in an official capacity, passengers, and the public.

While protecting the right to freedom of expression, the intent of the policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free environment.

Examples:

**Civil conduct includes:**

- Treating others with dignity, courtesy, respect, politeness and consideration
- Speaking in tones of voice that are appropriate for the circumstances
- Being respectful of others' right to express their views, even if you disagree
- Managing conflict with others in a respectful way rather than a confrontational way

**Uncivil conduct and behaviors contributing to an uncivil environment include but are not limited to the following:**

- Shouting, slamming doors, or throwing objects
- Insults and name-calling
- Profanity, abusive, aggressive or violent language or gestures directed at an individual or individuals
- Using props suggestive of violence
- Humiliating, degrading, demeaning, belittling, insulting, frightening or intimidating another person
- Distributing comments about an individual, whether verbally or in writing, including on-line are likely to have a negative impact on the individual if he/she were to see them
Telling inappropriate jokes

Disallowing divergent points of view from being heard

It is the intent of the Board to establish a culture and practice of civility in all service-related settings, communications, and operations. Informed debate, healthy dialogue, disagreements, and informed public opinion are to be expected and are accepted forms of interaction. Disruptive, volatile, hostile, and maligning communications or aggressive, mean spirited actions are not accepted.

This guideline does not apply to concerns of discrimination or discriminatory harassment that are covered under the EEO Policy and Non-Harassment Policy.

Expectations:

Employees, contracted personnel, those serving in an official capacity, passengers, and the public are expected to treat each other with courtesy, civility, and respect.

Concern, Grievance, or Complaint:

Individuals, who believe they may have been treated with disrespect or in an uncivil manner, may discuss their concerns confidentially and informally with their supervisor, manager, or member of the Employee Engagement Center. The reporting process helps the organization to record and evaluate these occurrences for climate assessment and planning and corrective purposes.

This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain a safe, harassment-free workplace. The company seeks public cooperation with this endeavor.