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*Agency of Transportation*

## **Vermont Agency of Transportation** **Respectful Workplace Commitment**

We all want to work in a place that is inviting, positive and considerate of differences. Such a work place doesn't happen automatically; we all share the responsibility to create the kind of workplace we want to work in. In order to support and remind all VTrans staff what it takes to make an ideal workplace, the following commitment was developed that underscores current expectations, policies and practices.

### **Commitment**

**It is the commitment of VTrans to strive for work places that maintain an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect, and voice concerns without fear of retaliation.**

**VTrans encourages healthy workplace behaviors that promote respect and civility in our workplace. They include, but are not limited to:**

- **Using respectful, supportive, and encouraging language in workplace interactions**
- **Listening to others politely**
- **Expressing appreciation when a peer or subordinate does something correctly and in a timely manner**
- **Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to "win"**

As part of our commitment to encouraging positive and healthy behaviors at VTrans we will:

- Develop a "tailgate talk/water cooler talk" for all supervisors to review with their employees (we are working on this with VSEA)
- Support and train supervisors to hold teams accountable for appropriate behaviors and actions
- Update our new employee orientation and other VTTC trainings to include more specific focus on civility in the workplace
- Develop a webinar on workplace civility that can be viewed anytime
- Develop more specific training for new and old supervisors on best practices in supervision and how to work through workplace conflicts.
- Utilize the five leadership competencies in discussions with staff to help communicate and support appropriate expectations. The five VTrans leadership competencies include: Conflict Management, Fairness, Accountability, Communication, Empowering Staff.
- Utilize the newly developed manager performance evaluation across VTrans
- Support and use the principles of "Ouch"
- Model, every day and in every way, respectful professional workplace behaviors

Please join me in continuing to make VTrans the best place to work!

