



No Gossip Policy – Sample 1

Gossip is defined as any conversation about another in which you lack first-hand knowledge or a conversation about another individual conducted in his/her absence. Gossip can be a destructive force in a work environment and can undermine productivity and create animosity among co-workers. As such, _____ (organization) _____ maintains a no gossip policy.

No Gossip Policy – Sample 2

Gossip is a destructive force in our environment, and it can undermine productivity and morale. Gossip is defined in two ways: a) as any conversation about another in which you do not have first-hand knowledge and/or which you and the other party cannot affect the outcome, and b) the intentional discussion of another without the benefit of their presence.

Discussions and comments involving a co-worker or member are to be limited to their presence. The only exceptions are the occasions when an employee is being reviewed in a supervisory capacity or the information being shared is of a completely positive nature.

This organization is committed to building a positive environment in which to work. Failure to comply with this policy will result in immediate disciplinary action up to and including termination.