



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Executive Order 2020-01

An Order Regarding Respect and Civility in the Workplace

WHEREAS, the State of New Hampshire is committed to providing a positive public service environment in which all employees and State officials, members of the public, and others doing business with the State are treated with respect, civility, and professionalism; and

WHEREAS, the State of New Hampshire recognizes that respect for one another is fundamental to working in an effective, efficient and innovative manner; and

WHEREAS, the State of New Hampshire recognizes that disrespect and incivility can disrupt the proper functioning of the workplace and be a barrier to effective communication, collaboration, and performance; and

WHEREAS, all state employees and officials have a responsibility to act with civility and respect in the workplace; and

WHEREAS, the State of New Hampshire must promote a respectful workplace through training, accountability, and effective and non-retaliatory problem-solving processes.

NOW, THEREFORE, I, CHRISTOPHER T. SUNUNU, GOVERNOR of the State of New Hampshire, by the authority vested in me pursuant to part II, article 41 of the New Hampshire Constitution, do hereby order, effective immediately, that:

1. All state employees and state officials shall treat others in the workplace with respect and civility consistent with our core values:

Respect – We treat all people with dignity and respect. We avoid making assumptions and judgments.

Teamwork – We are collaborative and constructive. We contribute to a positive working atmosphere.

Integrity – We are responsible and hold ourselves accountable for the decisions we make, the actions we take, and the words we use. When we make mistakes, we acknowledge them and act to correct them.

Civility – We are courteous and polite in our behavior. We are open, honest, and direct in all aspects of our communication.

Growth – We foster an environment where learning and growth are supported.

Diversity – We welcome and support people of all backgrounds, abilities, and identities. We have a general awareness of the rights, concerns, and feelings of others.

Constructive Attitude – We conduct ourselves in a forward-looking and productive manner in order to advance our work. We listen to all perspectives and are considerate of others.

2. The state shall respond to allegations of disrespect and incivility in the workplace and hold all employees and state officials accountable.
3. The Department of Administrative Services shall provide guidance to state agencies through policy and other direction in implementing this executive order, provided that such guidance must be reviewed by the Department of Justice and approved by the Governor before issuance. All state agencies shall abide by such guidance, and communicate and promote to all employees and state officials the contents of such guidance.
4. The Department of Administrative Services shall provide respect and civility in the workplace related education and training to employees and state officials.
5. All employees and state officials shall complete any respect in the workplace related training as required by the Department of Administrative Services. All managerial, supervisory and human resources personnel shall complete any additional respect and civility in the workplace training as provided by the Department of Administrative Services.
6. The Department of Justice and the Department of Administrative Services shall review and revise state contract language as may be necessary to advance the purposes of this policy.

Given under my hand and seal at the Executive Chambers in Concord, this 9th day of January, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.



GOVERNOR OF NEW HAMPSHIRE