

Life, Health and You

Civility in the Workplace

Civility is a word often heard but how many of us truly understand it, or practice it in our daily work lives? In the workplace, civility means showing respect, behaving professionally, and following jobsite expectations.

Practicing civility helps create a safe, empathetic environment where people feel comfortable sharing ideas and know they will be heard and valued. It goes beyond politeness; civility supports a dynamic, inclusive, and productive workplace where everyone can succeed. So how can kindness and civility be encouraged in the workplace?

For Managers and Leaders

Leaders set the tone. Promote respectful, empathetic communication and keep the focus on shared goals by:

- Modeling professionalism and treating everyone with respect
- Leading with empathy, recognizing that employees bring different challenges to

work while ensuring expectations are met

- Encouraging inclusive, open, and curious communication so all team members feel safe and valued

For Employees

Employees also play a key role in creating a healthy work environment by setting boundaries, listening actively, and practicing self-care.

Set boundaries: If you prefer to avoid divisive topics such as politics, religion, or personal finances, it's okay to say so. Politely redirect the conversation to work-related.

Practice active listening: Truly listen rather than waiting to respond. When sensitive topics arise, acknowledge the other person's perspective, ask thoughtful questions, and seek understanding—even when you disagree.

Deadlines, politics, and workplace dynamics can create stress, but kindness and civility help ease tension, boost morale, and foster a respectful workplace where everyone can thrive.

Email Etiquette

We send emails everyday but often overlook etiquette & guidelines to ensure courtesy & efficiency.

Keep a Professional Tone

Balance professionalism with approachability. Avoid slang, excessive formatting, and emotional language.

Use Clear Subject Lines

Choose specific, descriptive subject lines that reflect the email's purpose and make messages easy to find later.

Be Brief and Respect Time

Clearly state your purpose and any action needed and remove unnecessary words.

Proofread

Check for spelling, grammar, and clarity before sending. Attention to detail reflects professionalism.

Use Please & Thank You

Kindness & courtesy go a long way & are often overlooked in a professional environment

Protect Privacy

Be cautious with sensitive or confidential information, especially when forwarding or copying others.

National Health Observances

Each month, we feature select National Health Observances (NHOs) that highlight important health & life issues affecting people every day.

February is [American Heart Month](#) sponsored by the American Heart Association to raise awareness about Heart Health. Additionally, this year February 6th is National Wear Red Day to bring attention to heart disease.

[National Caregivers Day](#): February 20th honors individuals who selflessly provide personal care, and physical and emotional support to those who need it most.

Mental Health Minute



Being Kind to Yourself

Recognizing Your Worth

Self-kindness starts with valuing yourself and accepting mistakes without harsh judgment. When things go wrong, acknowledge them without self-criticism—mistakes are part of being human and don't diminish your worth.

Acknowledging Your Needs

Being kind to yourself means recognizing what you need and allowing time for rest, reflection, or activities that help you recharge.

Positive Self-Talk

Self-kindness also shows up in your inner voice. Replacing negative self-talk with encouragement and understanding helps create a more supportive mindset, turning mistakes into opportunities to learn.

LIVE MONTHLY WEBINAR:

The Power of Kindness in Trying Times

Date: 2/11/2026 | Time: 1:30 PM to 2:30 PM EST

[REGISTER FOR THIS EVENT](#)



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