

# WORKPLACE JOKES



We all like a good joke and workplace banter is great for building relationships with colleagues and business partners. However, something that one person finds humorous can be humiliating or harassing to others.

The basic rule is that any jokes, remarks or banter that might be offensive to another associate should be avoided. Below are some common-sense rules to follow when having a laugh at work.



## JOKE

Steer well clear of jokes related to characteristics protected by our policies, these include age, disability, race, religion, sex and sexual orientation. Banter is no excuse for making inappropriate comments.

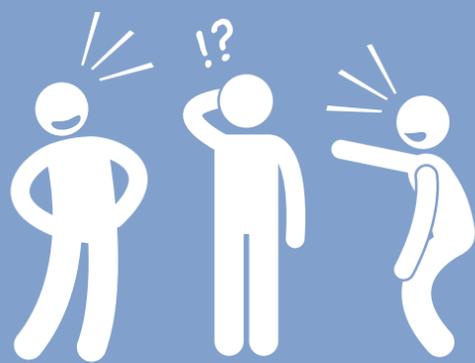


Understand that people may be offended by certain jokes, even if they themselves are not the subject of the joke or don't have the characteristics being joked about themselves.

Remember a one-off joke can constitute harassment.

## Read the room

Is everyone joining in and having fun? Or is someone withdrawing, staying quiet or looking upset? Everyone has the opportunity to call out others in a respectful way if their jokes are going too far.



Think about how a joke would sound if it was repeated back to you if a complaint was made, would you feel uncomfortable trying to justify it?



Think about the context: do you already have a good relationship with that person? Are you joking one-on-one or is it in front of a group of people?

## Written Communication



Be careful with written communications, email, Teams, text messages etc, tone can be lost and easily misinterpreted. Always take a step back before hitting send.

Don't use winking face emojis at work, they can be misinterpreted.



Remember it doesn't matter if you didn't mean a joke to be offensive: it comes down to whether another person reasonably found it offensive.

Be sure to familiarize yourself with RPM's Non Harassment Policy.

WE ARE RPM AND OUR SUCCESS DEPENDS ON EACH OF US FOLLOWING THE RIGHT ROUTE AND EMBRACING OUR VALUE OF 168® TO MAKE THE RIGHT DECISIONS.

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