



Photo Source: <https://time.com/collection/apart-not-alone/5809174/civility-meaning/>

# AUGUST IS NATIONAL CIVILITY MONTH

Civility helps diverse groups unite as a society, helping to reduce disputes and conflicts. People being civil with each other makes the world a much better place and is the key focus of National Civility Month, which is held in August each year.

This observance was founded to help the world remember to treat others the way we wish to be treated - with kindness, empathy, and respect. National Civility Month attempts to address the issue of incivility.

Our behavior and civility can inspire others to emulate our actions and create a “ripple effect”, like a pebble thrown into a lake. Being a role model of decency and humanity can influence others to maintain the same levels of civility.

**TRUE CHANGE BEGINS WITH EACH ONE OF US.**

## HELPFUL TIPS TO PRACTICE CIVILITY

- 1. Be Observant & Considerate**  
Simply being observant and considerate can go a long way toward making others feel valued and appreciated. Have an awareness of what those around you may be going through.
- 2. Acknowledge Other People**  
Make time to recognize others, whether by remembering someone’s name or congratulating a team member, and be mindful of when you have a reason to thank someone.
- 3. Be Inclusive**  
No one likes to be left out. If you realize you’ve unintentionally excluded someone, be honest about your mistake and apologize. Everyone deserves to feel welcome and part of the team.



Photo Source: <https://www.eliinc.com/does-your-workplace-need-a-code-of-civility/>

- 4. Respect Even a Subtle “No”**  
One of the most basic rules of respect is accepting another person’s “no,” even if they don’t say “no.” This is especially important in conversations between supervisors and team members.
- 5. Be Respectful of Others’ Time**  
Be careful to not send the message that your time is more important. Be aware of how you manage your time and avoid creating emergencies for others.