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Demographics*

*Demographic items can be modified to 'fit' each specific institution and study parameters

Listed below are some behaviors that may be considered uncivil. Please indicate whether you consider this behavior to be uncivil and whether the behavior has happened to you or someone you know within the past 12 months.

| | Is it uncivil for someone to | | | | How often have you experienced or seen this in the past 12 months? | | | |
|---|------------------------------|---------|-----------|-------|--|-----------|--------|-------|
| | Always | Usually | Sometimes | Never | Often | Sometimes | Rarely | Never |
| Set someone (you or a co-worker) up to fail alone or in concert with others | 0 | 0 | 0 | 0 | 0 | 0 | 0 | О |
| Make rude remarks, put- downs, or name- calling (when done to you or a co- worker) | О | О | O | О | О | 0 | О | о |
| Consistently fail to perform his or her share of the workload | о | о | o | О | 0 | 0 | О | О |
| Intentionally exclude or leave you or a co-worker out of activities | о | 0 | 0 | О | 0 | 0 | О | O |
| Make physical threats (toward you or a co- worker) | о | 0 | 0 | О | 0 | 0 | О | O |
| Make racial, ethnic, sexual, gender, or religious slurs about anyone | 0 | O | О | 0 | О | О | 0 | О |

| Take credit for work/contributions of others (yours or a co-worker) | О | O | o | Ο | Ο | О | ο | o |
|--|---|---|---|---|---|---|---|---|
| Use gossip or rumors to turn others against you or a co-worker | О | 0 | 0 | О | o | 0 | • | O |
| Breech a confidence (share personal information about you or a co-worker made in confidence) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | С |
| Make rude non- verbal behaviors or gestures (toward you or a co- worker) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | С |

To what extent do you think incivility is a problem in your workplace?

- **O** No problem at all
- O Mild problem
- **O** Moderate problem
- O Serious problem
- **O** I don't know/can't answer

In your opinion, which factors contribute to incivility in your workplace? (Check all that apply)

- Stress
- □ Organizational conditions/ volatility/stressful
- Unclear roles and expectations and imbalance of power
- □ Sense of entitlement and superiority
- Demanding workloads
- □ Technology overload/changes
- □ Juggling multiple roles and responsibilities
- □ Inadequate resources (financial, human, informational, etc)
- □ Lack of knowledge and skills in managing conflict
- Other _____

Overall, how do you rate the level of CIVILITY in your workplace? (Scale from 0-100) (0 is absence of civility, 100 is completely civil)

Fill in the blank items:

- □ The following description is an example of an uncivil encounter you have experienced within the past 12 months (fill in the blank)...
- □ The most effective way to promote or address workplace civility is to (fill in the blank)....