



Personnel and Administrative Policy and Procedure

SUBJECT: Bullying	EFFECTIVE DATE: August 2019 ESTABLISHED: August 2019 REVIEWED: REVISED: NEW: August 2019
CATEGORY: 200 POLICY NUMBER: 200.19	CROSS REFERENCE: Harassment & Discrimination Policy 200.12; Ethics Policy 200.18

Purpose:

The purpose of this policy is to re-affirm the City's commitment to a work environment where all employees are treated with dignity and respect...a workplace free from bullying.

Policy:

The City will not, in any circumstance, tolerate bullying behavior. Employees violating this policy will be subject to discipline up to and including termination of employment.

Scope:

This policy applies to all employees of the City.

Definition:

Workplace bullying generally includes repeated verbal and/or non-verbal conduct that is malicious, vindictive, cruel or deliberately hurtful and has the purpose or effect of threatening, intimidating, embarrassing, humiliating, insulting, offending or sabotaging/undermining another employee and/or interfering with their performance. Bullying does not include legitimate workplace disciplinary or other corrective action, delivered in a professional manner, by your supervisor or City Management.

Bullying behaviors based on or directed at a person's protective class violate both this policy and the City's Discrimination and Harassment Policy 200.12.

Examples of Bullying Behaviors:

- **Verbal Bullying:** Use of derogatory remarks, insults and epithets, slandering, ridiculing, abuse and offensive remarks, name calling, spreading negative gossip and rumors, etc.
- **Physical Bullying:** Pushing, shoving, kicking, poking, tripping; physical pranks or damage to a person's work area or property.
- **Gesture Bullying:** Non-verbal gestures which are mocking or convey threatening or intimidating messages, etc.



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- Exclusion: Purposefully excluding a person from meetings that they have a business need to attend, ignoring or disregarding a person's ideas and input in work related activities, such as meetings, social exclusion/isolation of the individual in the workplace, work related activities or functions, etc.
- Sabotage: Providing incomplete information or withholding information necessary for the person to do their job, assignment of impossible targets or deadlines, unwarranted removal of responsibilities or otherwise engaging in behaviors that undermine an employee's work performance or opportunity to advance.

Reporting:

Employees who believe they have been subject to or have observed others being subject to bullying behaviors should report the conduct to their supervisor, a manager or Human Resources.

Managers and Supervisors are expected to take prompt and appropriate action to stop and prevent bullying behaviors where they know or have reason to know it is occurring. Encouraging, tolerating or other tacit approval of workplace bullying behaviors, including failure to take action, or advising an employee not to file a complaint with Human Resources, etc. is prohibited.

Employees who believe they have been subject to or observed conduct that violates the City's Discrimination and Harassment Policy 200.12, should follow the procedures addressed in the that policy to report their concerns.

Retaliation:

The City also expects all employees to report violations of its Workplace Bullying policy and cooperate and provide truthful information in workplace investigations. Retaliation against an employee for reporting workplace bullying behaviors or for participating in an investigation is prohibited. The City interprets "retaliation" broadly. It may include any on-duty or off-duty conduct, whether directly related to employment or not, that could discourage an employee from making a complaint or cooperating with City investigations.

Retaliation is serious. Employees should promptly bring complaints of retaliation to Human Resources. These types of complaints are also promptly investigated, and violators are subject to appropriate disciplinary action, up to and including termination of employment.

Responsibilities:

- All Employees
 - Refrain from engaging in behavior which constitutes workplace bullying.
 - Employees should report all instances of workplace bullying, whether personally experienced or observed to the Human Resources Director, immediate supervisor or any manager in the City.



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- Refrain from engaging in behavior that could reasonably be construed as retaliation against another employee or others for filing a complaint or participating in an investigation.
- Managers and Supervisors
 - Set an example and model professional behavior in the workplace
 - Monitor employees and enforce the City's expectations for professionalism and anti-bullying in all work areas.
 - Take complaints for bullying behavior seriously.
 - Report any actual or potential bullying or retaliation to Human Resources.
 - Work cooperatively with Human Resources to investigate and promptly and appropriately respond to incidents of workplace bullying behaviors.
- Human Resources
 - The Human Resources Director, or designee, will conduct a thorough and impartial investigation of allegations of workplace bullying behaviors, and will work cooperatively with the responsible Department Director and City Manager to determine and implement appropriate action in response to violations of this policy.