
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 204
EFFECTIVE DATE: 05/19/08
REVISED: 01/20/09
07/06/10
12/05/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: EMPLOYEE BULLYING

I. Definition

The employer defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- a. Verbal abuse;
- b. Offensive conduct/behaviors (including nonverbal, physical, and cyber bullying) which are threatening, humiliating, or intimidating, or
- c. Work interferences, such as sabotage, which prevents work from getting done.

II. Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the employer will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action up to and including termination.

III. Prohibited Conduct

The employer considers the following types of behavior examples of bullying (this list is not all-inclusive):

- a. *Verbal Bullying:* Slandering, ridiculing or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions; or constant criticism.
- b. *Physical Bullying:* Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- c. *Gesture Bullying:* Non-verbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- d. *Cyber Bullying:* Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.

- e. *Workplace Interference*: Sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

IV. Dealing with Allegations of Bullying

- a. *Process*

Employees or applicants who believe they are being bullied by another (e.g. employee, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee, client, or member of the public being subjected to bullying behavior, have an affirmative duty to bring the situation to the attention of the employer.

- b. *Supervisor/Manager Responsibilities*

A supervisor/manager is required to report this information to his/her EEO Officer, Department Head, or County Manager immediately.

- c. *Investigation*

Upon being made aware of allegations or complaints of bullying, the employer will ensure that such allegations or complaints are investigated where deemed necessary.

The employer will make efforts to ensure that all investigations are kept as confidential as reasonably possible. The employer will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law. The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware that the investigation is completed and appropriate action, if any, has been taken.

If it is determined that bullying has occurred, the employer will take appropriate action to deter any future prohibited conduct/behavior(s) from occurring.

V. Prohibition Against Retaliation

The employer will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer or the alternate. The employer will promptly investigate and deal appropriately with any allegation of retaliation

VI. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.