1. Non-Bullying

The **Name of Organization** will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The **Name of Organization** defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

**Examples:**

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The **Name of Organization** considers the following types of behavior examples of bullying:

* **Verbal and/or electronic bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
* **Physical bullying**: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person’s work area or property
* **Gesture bullying**: Nonverbal threatening gestures; glances that can convey threatening messages
* **Exclusion**: Socially or​​ physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

* Persistent singling out of one person
* Shouting or raising voice at an individual in public or in private
* Using verbal or obscene gestures.
* Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting)
* Personal insults and use of offensive nicknames
* Public humiliation in any form
* Constant criticism on matters unrelated or minimally related to the person’s job performance or description
* Ignoring or interrupting an individual at meetings
* Public reprimands
* Spreading rumors and gossip regarding individuals
* Encouraging others to disregard the Town Manager or Department Head’s instructions

Bullying is NOT:

* Expressing differences of opinions;
* Offering constructive feedback, guidance, or advice about work-related behavior; or
* Reasonable action taken by an employer or supervisor relating to the management and direction of employees or place of employment (i.e. managing an employee’s performance, taking reasonable disciplinary actions, assigning work).

### Reporting Procedure

The **Name of Organization** is committed to preventing bullying prohibited by this policy through education and dissemination of information as well as employee accountability. Such harassment may be reported by any employee, regardless of whether that employee is the recipient of the bullying, a witness or otherwise becomes aware of bullying prohibited by this policy.

Complaints may be filed by contacting any of the following individuals:

* Supervisor
* Department Head
* Human Resources