

# ANTI-BULLYING POLICY

City Council Policy #CC-21-023

Adopted April 13, 2021



<b>Purpose</b>		
The purpose of this Policy is to: establish a strong commitment to prohibit and prevent workplace bullying and to set forth a procedure for investigating and resolving internal complaints .		
<b>Policy</b>		
In addition to prohibiting all forms of discrimination and harassment, the City also prohibits any form of “intimidation or bullying” in the workplace or elsewhere, such as at offsite events.		
<b>Definitions</b>		
Bullying: Bullying is the use of aggression with the intention of harming another individual. It can include any intentional written, visual, verbal or physical act, when the act physically harms the individual or damages his or her property; has the effect of interfering with an employee’s ability to work; is severe or pervasive; and creates an intimidating or threatening environment. Bullying comes in many shapes and sizes and can take many forms including, but not limited to, excluding, tormenting, taunting, abusive comments; using threatening gestures, pushing, shoving, punching, unwanted physical contact, or any use of violence; graffiti; name-calling, sarcasm, spreading rumors, teasing. Such conduct can also occur through the use of electronic or telephonic communications via the internet, email or chatroom; mobile threats by text messaging or calls; or use of cameras and video equipment. While discriminatory harassment may involve bullying, bullying is not limited to conduct against another person because of his or her membership in a protected classification.		
<b>Complaint procedure</b>		
The City will not tolerate bullying in any form. Any individual who believes that he or she is being or has been subjected to any form of bullying should immediately report this to his or her supervisor, department head, or Human Resources officer. In addition, any person who believes they have witnessed bullying and any person who has received a report of such conduct shall immediately report the conduct to their supervisor or other appropriate person in the chain of command.  Any employee who is reported to be a perpetrator will be provided due process before any disciplinary action is taken. Individuals who violate this bullying policy may be subject to disciplinary action, up to and including discharge.		
<b>Policy against retaliation</b>		
No employee will be subjected to any form of retaliation for reporting an incident of bullying or participating in an investigation by the City or its representatives into allegations of bullying. Additionally, all employees have a duty to cooperate in connection with any investigation being conducted.		
<b>Procedure history</b>		
Action	Date	Notes
Draft procedure presented	April 13, 2021	
Procedure adoption	April 13, 2021	