

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 33.080 - ANTI-BULLYING

Date: July 2021
Revision No: 1
Supersedes: April 24, 2018
First Adopted: April 24, 2018

PURPOSE:

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives that the Department considers workplace bullying unacceptable and will not tolerate bullying behavior under any circumstances.

This policy:

- Confirms the Department's commitment that all employees should be able to work in an environment free of bullying;
- Provides examples of bullying;
- Provides a complaint and investigation procedure.

POLICY:

It is the Department's expectation that all communication and interaction between Department employees will, at all times, be professional, courteous, and respectful. It is the policy of the Department that all employees should be able to work in an environment free of bullying.

Workplace bullying is behavior that harms, intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, vendors, contractors, consultants, or members of the public. Hazing is considered a form of bullying under this policy. Bullying may be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining appropriate discipline.

EXAMPLES OF BULLYING

Examples of bullying include, but are not limited to any and all forms of cyber-bullying, hazing, profane or disrespectful language, emails, social media posts, or online comments:

- Verbal Bullying, whether in person or electronically: slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the subject of jokes; abusive and offensive remarks; hostile and rude behavior and speech directed at a person or group of people; derogatory or sarcastic remarks and comments about a person's appearance or job performance; angry outbursts or yelling; comments that undermine a person's trust and confidence.
- Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property; throwing anything at or toward a person.
- Gesture Bullying: non-verbal threatening gestures; glances which can convey threatening messages.
- Exclusion: socially or physically excluding, isolating a person from, or disregarding a person in work-related activities (i.e., meetings, etc.).

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

- Personal insults and use of offensive nicknames;
- Using verbal or obscene gestures;
- Unwanted physical contact, physical abuse or threats of physical abuse to an individual or an individual's property (defacing or marking up property);
- Spreading rumors and gossip about individuals;
- Persistent singling out of one person, or group of people, in a negative manner;
- Shouting or raising your voice at an individual in public and/or private;
- Public humiliation in any form;
- Demeaning comments and public reprimands;

- Not allowing a person to speak or express him/herself, one on one or in groups/meetings (i.e., ignoring or interrupting);
- Constant criticism on matters unrelated, or minimally related, to a person's job performance or description;
- Repeatedly accusing a person of errors which cannot be documented;
- Deliberately interfering with mail and other communications;
- Manipulating the ability of someone to do their work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions, etc.); and
- Repeatedly assigning menial tasks not in keeping with the normal responsibilities of the job.

PROCEDURE :

All Department employees will be accountable for their actions as well as their response to any inappropriate behavior. Anyone with knowledge of any employee performing any of the actions included in this policy is required to report such information immediately. Managers and supervisors must take reasonable measures to prevent workplace bullying, and to respond promptly if it is identified or reported to address and prevent future instances. Failure to report or respond immediately to such actions may result in disciplinary action, up to and including termination.

The Department takes any report of workplace bullying seriously and will investigate promptly, confidentially (to the extent possible), and impartially. All employees are encouraged to report workplace bullying. Retaliation against any employee who is a target of bullying behavior, as well as any employee who makes a complaint about or participated in an investigation or administrative process related to a complaint of workplace bullying is prohibited.

COMPLAINT PROCEDURE

Any employee who believes he/she has been the recipient of bullying or has reason to believe that someone else has been the subject of bullying, has the obligation to notify the employee's supervisor, division director, General Manager, Deputy General Manager, the Department's Human Resources section, or City Human Resources. Employees may contact any of the above to discuss concerns about bullying or to file a complaint.

Disciplinary action, up to and including termination, will be taken against any employee who bullies a coworker in violation of this policy, or retaliates against an employee who has reported workplace bullying or participated in an investigation or administrative process related to such a report.

A copy of this policy shall be distributed to all employees and appointed or elected officials.

Policy Review

Board Approved:	<u>5/8/2018</u>
No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
Minor changes GM Approved:	<u>7/2021</u>

**ACKNOWLEDGEMENT OF UNDERSTANDING, RECEIPT OF, AND COMPLIANCE
WITH THE
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT POLICY ON
ANTI-BULLYING**

I hereby acknowledge receipt of the City of San Bernardino Municipal Water Department Policy on Anti-Bullying (Policy No. 33.080). I understand that compliance with this policy is mandatory, and violation of this policy may result in discipline up to and including termination.

Employee Signature

Printed Name

Date