

PARCHMENT COMMUNITY LIBRARY WORKPLACE BULLYING POLICY

OBJECTIVE

The purpose of this policy is to communicate to all employees, including supervisors, that the Parchment Community Library will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

DEFINITION

The Parchment Community Library defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse

Such behavior violates the Parchment Community Library's Personnel Policy, which clearly states that all employees will be treated with dignity and respect.

EXAMPLES

The Parchment Community Library considers the following types of behavior examples of bullying:

- **Verbal 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 the 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 gestures 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:

1. Persistent singling out of one person.
2. Shouting or raising one's voice at an individual in public or in private.
3. Using obscene or intimidating gestures.
4. Not allowing the person to speak or express himself or herself (i.e. ignoring or interrupting)
5. Personal insults and use of offensive nicknames.
6. Public humiliation in any form.
7. Constant criticism on matters unrelated or minimally related to the person's job performance or description.
8. Public reprimands.
9. Repeatedly accusing someone of errors that cannot be documented.

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10. Deliberately interfering with mail and other communications.
11. Spreading rumors and gossip regarding individuals.
12. Encouraging others to disregard a supervisor's instructions.
13. Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
14. Assigning menial tasks not in keeping with the normal responsibilities of the job.
15. Taking credit for another person's ideas.
16. Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
17. Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
18. Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to the Library Director before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to the Director to take appropriate action. Employees reporting bullying should follow the Problem Solving Procedure as outlined in the Personnel Policy:

STEP 1: Verbal Procedure.

An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with the Library Director. The Library Director is not required to make any written record of such discussions, but may do so if the Library Director determines, in her or his discretion, that a written record is appropriate.

STEP 2: Written Procedure.

If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the Library Director's response was not satisfactory, and present the writing to the Library Director within three (3) working days of the verbal discussion. The Library Director shall have five (5) working days in which to give a written response.

STEP 3: Hearing.

If the problem is still unresolved, the employee may request in writing a hearing before the Library Board, by filing a request for a hearing with the Secretary of the Library Board within five (5) working days of the decision in STEP 2 or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a

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request, the Library Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Library Board. The Library Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time, and place at which the hearing will be conducted. The employee, the Library Director, and such witnesses which each of them shall call, shall be given a full and complete opportunity to be heard at said hearing, subject, however, to such reasonable rules and regulations which the Board may impose. A decision of the Library Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any. The decision of the Library Board shall be final and binding upon all parties. All hearings conducted by the Library Board under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

Adopted October 23, 2018