

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 3.33

Workplace Bullying

PURPOSE:

The purpose of this policy is to communicate to all employees, including Leadership and Senior Leadership members that The Trumbull County Board of Developmental Disabilities will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be subject to discipline, up to and including termination.

Workplace Bullying Defined:

Bullying is defined 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 workplace and/or in the course of employment. Such behavior undermines the integrity of the employment relationship.

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 in determining discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important.

Examples:

The Trumbull County Board of Developmental Disabilities considers the following types of behavior as 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 threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The following examples may constitute or contribute to evidence of bullying in the workplace. The Trumbull County Board of Developmental Disabilities does not consider this list to be all inclusive:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

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

Employees or persons enrolled in the program who believe they have witnessed or have been the subject to bullying should report the alleged act immediately to their supervisor, Department Director, the Human Resource Director, or other leadership employee. The election of whom to file the notice or complaint with rests with the individual, irrespective of the chain of command. Information disclosed shall be held in confidence to the extent allowable by law and will be revealed on a need-to-know basis as may be reasonably necessary in order to investigate and resolve the matter.

Adopted: 12/15/2014

Applicability:
Board Policy Manual



Board President



Superintendent