



## Policy HR 8.2 Bullying

Adopted by the Library Board of Trustees: 01/24/2013

NOLS employees are in the business of providing library services to Clallam County. Bullying creates a sense of fear and uncertainty within the workgroup which negatively impacts the work place by reducing productivity and causing poor morale. Bullying behavior is directed at an individual for the purpose of intimidating others into submission. This is behavior that is contrary to the Library's overall mission, thus such behavior is prohibited.

All NOLS employees are expected to treat their colleagues and patrons with dignity and respect and not engage in bullying behavior as defined in the following paragraph.

### **I. Definition**

*Bullying* is defined as inappropriate behavior, direct or indirect, whether conveyed verbally, physically, or otherwise, that targets one or more individuals for the purpose of intimidating or threatening that individual. Bullying behavior is in violation of NOLS' values and Code of Conduct, and is prohibited behavior. Examples of employee behavior that may be viewed as bullying include:

- a. Frequent unwarranted or invalid criticism directed at one specific individual;
- b. Blame without factual justification;
- c. Unjustified singling out an individual from the rest of the work group;
- d. Excluding an individual from social activities that take place at work, without reasonable justification;
- e. Shouting at or otherwise humiliating an individual;
- f. Excessively monitoring or micro-managing the work of one individual more than the work of others performing at a satisfactory level;
- g. Assigning work with unrealistic expectations or deadlines; or
- h. Physically intimidating another individual.

### **2. Violation of bullying policy**

NOLS will not tolerate bullying behavior from any employee or volunteer. An employee that feels a supervisor or coworker is bullying him or her, is encouraged to ask the offender to stop the behavior if comfortable in doing so.

If an employee feels that a co-worker is being bullied by a colleague or supervisor, the employee is encouraged to suggest to the co-worker that he or she ask the offender to cease the behavior.

If the employee is uncomfortable in talking with the perceived bully, or has been unsuccessful in getting the bullying behavior to stop, he or she is encouraged to report the problematic

behavior directly to the employee's immediate supervisor. If the perceived bully is the employee's supervisor, the employee is encouraged to speak to the Library Director.

When reporting an incident of bullying behavior, the targeted employee should be prepared to provide sufficient detailed information about the offensive behavior including: the dates and times the bullying occurred; the words and/or actions that the perceived bully used to intimidate or threaten the target party; behavior that resulted in the individual feeling fearful; and the names of others who witnessed the bullying behavior.

### **3. Investigation**

NOLS will initiate an investigation into any complaint made by an employee that alleges he/she has been bullied in the workplace.

Any NOLS employee that is found to have acted to bully others in the workplace will be disciplined up to and including termination.

### **4. Administration**

The Director, all managers and supervisors are responsible for managing this policy.