

PLAINEDGE PUBLIC LIBRARY

ANTI-BULLYING POLICY

ADOPTED BY THE BOARD OF TRUSTEES

The Plainedge Public Library is committed to providing a safe and healthy work environment for all employees. Bullying in the workplace and at work-related events is totally unacceptable and will not be tolerated at anytime or under any circumstance. This policy shall apply to all employees. Any employee found in violation of this policy will be disciplined up to and including termination.

Definition

Bullying is any unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Examples of behavior that could be bullying include (but not limited to):

***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 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 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:

- Persistent singling out of one person.
- Shouting or raising 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 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.

- Negative comments concerning an employee's duties or job performance
- 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.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats or abuse to an individual or an individual's property (defacing or marking up property).

Reporting

Any employee of the Plainedge Public Library who believes he/she has been victimized by any form of workplace bullying is encouraged to report the matter to the Library Director as soon as possible. Reporting will remain strictly confidential and no repercussion or retaliation will occur against the staff member who reports legitimate incidents.

Resolution

- When a complaint of workplace bullying is received, the Director will immediately determine the severity of the problem.
- Any report of workplace bullying will be treated seriously and investigated promptly, impartially and always in a confidential manner.
- A meeting will be held involving the staff member affected by the bullying and the perpetrator.
- A member of the Administration will be present to assist in the discussion of the incident and aid incoming to an agreed outcome.
- If the problem cannot be resolved, the staff member experiencing bullying can request a special hearing before the Board of Trustees.
- Appropriate disciplinary action will be taken against anyone who bullies a coworker. Discipline may involve a warning, counseling, or dismissal, depending on the circumstances.