



Employee Handbook - Policy Against Workplace Bullying

Presidio Hill School is committed to a workplace environment that fosters mutual respect, integrity, and professional conduct. The School considers workplace bullying unacceptable and it is the School's policy that all employees should be able to work in an environment free of bullying. The School prohibits workplace bullying by employees, students, or an individual with whom the School has business, contractual, or a professional relationship, such as parents, legal guardians, unpaid interns, volunteers, independent contractors, or vendors.

1. Definition of Workplace Bullying

Workplace bullying is conduct with malice that a reasonable person would find hostile, offensive, and unrelated to the School's legitimate educational, operational and other interests. Workplace bullying may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act does not constitute workplace bullying, unless especially severe and egregious. While discriminatory harassment may involve bullying, bullying is not limited to conduct against another person because of his/her membership in a protected classification.

2. Reports of Workplace Bullying

If an employee believes he/she has been subjected to workplace bullying or is aware of conduct towards another employee that is believed to be workplace bullying, the employee may talk to the offending party directly. Sometimes an individual is unaware that his/her conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is offensive and request that it be discontinued immediately.

When the conduct in question continues after the offending person has been informed it is offensive, or if a person does not feel comfortable talking to the offending person directly, the individual who believes this policy has been violated should make a verbal or written report to his/her supervisor, or any other supervisor, or other management employee of the School. Any supervisor or other management employee who receives such a report must in turn direct it to the Head of School. In the event that the complaint is against the Head of School, the report must be directed to the Board Chair.

3. The School's Response to Complaint of Workplace Bullying

After receiving an oral report or written complaint, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, the Head of School, or her designee (or Board Chair, if applicable), may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.



After the School receives an oral report or written complaint, and any clarification requested, the Head of School or her designee (or Board Chair, if applicable), will determine the appropriate course of action, which may include initiation of an investigation. During the pendency of any investigation, the Head of School, or other appropriate administrator, may take interim action as appropriate, such as placing the person alleged to have violated this Policy (the “Respondent”) on paid administrative leave or temporarily transferring the Respondent. Generally, no interim action should be taken to change the working conditions of the individual(s) who made the oral report or written complaint and/or that was reportedly subjected to conduct that violates this Policy, unless that individual voluntarily consents to the temporary change.

4. Remedial and Disciplinary Action

The School will determine if the conduct violates its policies and if so, the appropriate corrective action. Any employee or student determined to have violated this policy will be subject to disciplinary action, up to and including termination or expulsion. Because an individual with whom the School has business, contractual, or professional relationship, such as parents, legal guardians, unpaid interns, volunteers, independent contractors, or vendors are not employees of the School, the School may not be able to take corrective action in the same way or to the same extent that it can with respect to its employees or students. However, the School will make appropriate efforts to take corrective action for violations of this policy, or if appropriate, to cause others to take corrective action.

5. Policy Against Retaliation

Any adverse conduct taken because an employee has reported or opposed alleged bullying, or has participated in an investigation of alleged bullying, is prohibited. Any actions of retaliation or reprisal will result in appropriate corrective action, which may include appropriate disciplinary measures, up to and including termination or expulsion.

6. Student AntiHarassment and Bullying Policies

Employees must also familiarize themselves and adhere to the separately published Student Anti Harassment and Bullying Policies set forth in the Family Handbook, which prohibit harassment and bullying.