Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	**Prevention of Abusive Workplace Conduct**	**5.5001**	**03/03/25**
		Rescinds:	Issued:

General

All employees within the school district shall treat all other employees with respect and shall not engage in threatening, violent, intimidating, or other abusive conduct or behaviors.[1]

All complaints of inappropriate workplace behaviors shall be taken seriously and followed through to resolution. There shall be no retaliation against employees who report others for inappropriate behavior.

If a finding of unacceptable behavior at work is made, all employees shall cooperate with any disciplinary actions taken as a result of this policy.

ABUSIVE CONDUCT

Abusive conduct in the workplace includes, but is not limited to, the following:

1. Repeated verbal abuse;
2. Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature; or
3. The sabotage or undermining of an employee's performance.

This type of conduct applies to written or electronic communications by employees. A single act shall not constitute abusive behavior unless such conduct is determined to be severe and egregious.

COMPLAINT PROCESS

Employees may report abusive workplace conduct to their immediate supervisor or Assistant Director of Schools if their immediate supervisor is named in the complaint. Complaints may be provided orally or in writing. If provided orally, the complaint shall be documented in writing by the individual receiving the complaint. Once the complaint has been fully investigated, the outcome will be reported to the Director of Schools/Designee.

CORRECTIVE ACTION

In the event of a finding of abusive conduct, the school district will take immediate and appropriate corrective action.

The immediate supervisor or Assistant Director of Schools shall be responsible for developing a corrective action plan for any employee found to have engaged in abusive conduct.

Legal References

1. TCA 50-1-501