Code: GBB4-AR
Adopted: April 8, 2025

Employee Bullying

1. Implementation of Policy

The District will not tolerate any form of bullying. The District defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- Verbal abuse or mistreatment;
- Offensive conduct/behaviors (including nonverbal, physical, and cyber-bullying) which are threatening, humiliating, or intimidating, or
- Work interferences, such as sabotage, which prevents work from getting done.

2. Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the District will not tolerate bullying behavior. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

3. Prohibited Behaviors/Conduct

The District considers the following types of behavior/conduct examples of bullying (this list is not all-inclusive):

- Verbal Bullying including slandering, ridiculing or maligning an employee or an employee's family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.
- Physical Bullying including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- Nonverbal Bullying including nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- Cyber-bullying including repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, social media, or any other type of digital technology.
- Workplace Interference including sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; unreasonably assigning menial tasks outside of a person's normal job duties.

If the alleged bullying could constitute sexual harassment under Title IX, the GBB27 policy and administrative regulations apply rather than the GBB4 policy and administrative regulations.

4. Dealing with Allegations of Bullying

- Process

  Employees or applicants who believe they are being bullied by another (e.g. employee, volunteer, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee, volunteer, customer, or member of the public being subjected

to bullying behavior, have an affirmative duty to bring the situation to the attention of the administrator/supervisor.

- Administrator/Supervisor Responsibilities

An administrator/supervisor is required to report this information to the District's Human Resources Manager, or Superintendent immediately.

- Investigation

Upon being made aware of allegations or complaints of bullying, the District will ensure that such allegations or complaints are investigated where deemed necessary.

The District will make efforts to ensure that all investigations are kept as confidential as reasonably possible. The District will release information obtained only to those individuals with need-to-know business or involved in the investigation and the administration of the complaint, or as required by law.

The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware that the investigation is completed and appropriate action, if any, has been taken.

If it is determined that bullying has occurred, the District will take appropriate action. The District will also initiate action to deter any future prohibited conduct/ behavior(s) from occurring.

5. Prohibition Against Retaliation

The District will not tolerate any retaliation by management or by any other employee against employees who exercises rights under this policy. Any employees who believe they have been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should notify the Human Resources Manager or Superintendent immediately. The District will promptly investigate and deal appropriately with any allegation of retaliation.