

Section Name: Employee Relations      Effective Date: March 16, 2020  
Section Number: 400      Date of Revision:  
Policy Number: 24-A  
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Subject: Workplace Bullying Policy

1. Purpose: It is the policy of the City to ensure that all employees are treated with dignity and respect. The purpose of this policy is to communicate to all employees that the City of Monroe will not in any instance tolerate bullying behavior.

2. Definition:

The City of Monroe defines bullying as the behavior that is threatening, humiliating, intimidating or abusive.

The City of Monroe considers the following types of behavior examples of 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 the butt of jokes; abusive, offensive, or embarrassing remarks.
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Speech or gestures that can convey threatening messages.
- Excluding or disregarding a person in work-related activities.

The following examples may also constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person for criticism on matters unrelated or minimally related to the person's job performance.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating 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.
- Public reprimands.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Ostracized person from fellow workers and public contacts.
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

3. Statement of Policy:

Individuals, who feel they have experienced bullying should report the incident to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the City to take appropriate action.

4. Application: This policy shall apply to all employees (including full-time, temporary, or part-time), visitors, customers and/or contractors.

5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing this policy.

6. Administrative Procedures:

- 6.1 All employees will be provided a copy of this policy, how to report incidents of bullying, and what to do if the employee is bullied.
- 6.2 The employee shall promptly report the incident to his/her supervisor or directly to the City Manager and/or Human Resources Director.
- 6.3 Employees found in violation of this policy will be disciplined, up to and including termination.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated March 16, 2020.

Revised pursuant to action of the Monroe City Council, dated \_\_\_\_\_.