

EMPLOYEE BULLYING POLICY

Purpose: Columbia County Rural Library District employees are in the business of providing library services to Columbia County Rural Library District. Bullying creates a sense of fear and uncertainty within the workgroup which negatively impacts the workplace by reducing productivity and causing poor morale. Bullying behavior is directed at an individual for the purpose of intimidating others into submission. This is behavior that is contrary to the Library's overall mission, thus such behavior is prohibited. All CCRLD employees and volunteers are expected to treat their colleagues and patrons with dignity and respect and not engage in bullying behavior. In like manner, all patrons are to treat other patrons, staff, and volunteers with dignity and respect and not engage in bullying behavior as defined.

1. Definition

Bullying is defined as inappropriate behavior, direct or indirect, whether conveyed verbally, physically, or otherwise, that targets one or more individuals for the purpose of intimidating or threatening that individual. Bullying behavior is in violation of CCRLD's values and Code of Conduct and is prohibited behavior. Examples of behavior that may be viewed as bullying include:

- a. Frequent unwarranted or invalid criticism directed at one specific individual;
- b. Blame without factual justification;
- c. Unjustified singling out an individual from the rest of the work group;
- d. Excluding an individual from social activities that take place at work, without reasonable justification;
- e. Shouting at or otherwise humiliating an individual;
- f. Excessively monitoring or micro-managing the work of one individual more than the work of others performing at a satisfactory level;
- g. Assigning work with unrealistic expectations or deadlines; or
- h. Physically intimidating another individual.

2. Violation of bullying policy

CCRLD will not tolerate bullying behavior from any employee, volunteer, or patron. An employee, volunteer, or patron who feels someone in the library is bullying him or her, is encouraged to ask the offender to stop the behavior if comfortable in doing so.

If an employee or volunteer feels that a co-worker is being bullied by a colleague or supervisor, the employee or volunteer is encouraged to suggest to the co-worker that he or she ask the offender to cease the behavior. If the employee or volunteer is uncomfortable in talking with the perceived bully, or has been unsuccessful in getting the bullying behavior to stop, he or she is encouraged to report the problematic behavior directly to the immediate supervisor. If the perceived bully is the employee or volunteer's supervisor, the person is encouraged to speak to the Library Director. If the perceived bully is the Library Director, the employee or volunteer is encouraged to speak directly to the Library Board Chair.

If a patron feels bullied by someone in the library, the patron should contact library staff and/or director. If the staff person is doing the bullying, the patron should contact the Library Director. If the director is doing the bullying, the patron should contact the Library Board Chair.

When reporting an incident of bullying behavior, the targeted employee, volunteer, or patron should be prepared to provide sufficient detailed information about the offensive behavior including: dates and times the bullying occurred; the words and/or actions that the perceived bully used to intimidate or threaten the target party; behavior that resulted in the individual feeling fearful; and the names of others who witnessed the bullying behavior.

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3. Investigation

CCRLD will initiate an investigation into any complaint made by an employee, volunteer, or patron that alleges he/she has been bullied in the library.

Any CCRLD employee or volunteer that is found bullying others in the library will be disciplined up to and including termination.

Any patron found to be bullying others will be asked to leave the library and may include permanent termination from entering the library in the future.

4. Administration

The Director, all managers and supervisors are responsible for managing and being aware of any bullying that might be going on in the library.

History

Adopted December 16, 2013