

Stark County Board of Developmental Disabilities

Policy 4.13 Anti-Bullying Policy	Effective: 2/24/15
Chapter 4: Human Resources	Page 1 of 2

ANTI-BULLYING POLICY

The Stark County Board of Developmental Disabilities is committed to providing all employees a healthy and safe work environment. The Board will ensure that procedures exist to allow complaints of bullying to be dealt with promptly, sensitively, and confidentially. The Board will not in any instance tolerate bullying behavior and is committed to the elimination of all forms of bullying. This policy applies to all employees of the Board. It applies during normal working hours, off-hours, at work related or sponsored functions, and while traveling on work related business.

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by one person but can also be an aspect of group behavior known as mobbing. Bullying behavior can be verbal, non-verbal, or psychological. Some examples of bullying are:

- Verbal: 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 and offensive remarks, shouting or raising one’s voice, spreading rumor or innuendo, etc.
- Non-verbal: Using obscene gestures or facial expressions that convey threatening messages or insults, which can include rolling of one’s eyes, glaring, etc.
- Psychological: Use of exclusion: socially or physically excluding or disregarding a person in work-related activities, setting people up for failure, excessive supervision, belittling, disregarding opinions or suggestions, criticizing in public, inflicting menial tasks not in keeping with normal job responsibilities, not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting), etc.
- Cyberbullying: Bullying through the use of technology or any electronic communication. Posting slurs or rumors or displaying defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about an employee on a website or other online application. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening.

Any employee who feels he or she has been victimized by bullying shall report the matter to his or her supervisor or to Human Resources in accordance to procedure. An investigation will be undertaken and employees found in violation of this policy will be disciplined, up to and including termination.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Applies to:</td> <td style="width: 20%;">Yes</td> <td style="width: 25%;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) <u>See Current Bargaining Agreement</u></td> </tr> </table>	Applies to:	Yes	No	All employees	X		Non Represented			SCEPTA			SCDD SSA			(1) <u>See Current Bargaining Agreement</u>			<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <td style="width: 30%;">Date</td> <td>Resolution Number</td> </tr> <tr> <td>1/24/15</td> <td>01-07-15</td> </tr> </table>	Historical Resolution Information		Date	Resolution Number	1/24/15	01-07-15
Applies to:	Yes	No																							
All employees	X																								
Non Represented																									
SCEPTA																									
SCDD SSA																									
(1) <u>See Current Bargaining Agreement</u>																									
Historical Resolution Information																									
Date	Resolution Number																								
1/24/15	01-07-15																								
Superintendent's Signature:	Reviewer(s): Director of Human Resources																								

Stark County Board of Developmental Disabilities

Policy 4.13 Anti-Bullying Policy	Effective: 2/24/15
Chapter 4: Human Resources	Page 2 of 2

ANTI-BULLYING POLICY

PROCEDURE

1. All employees of the Stark County Board of Developmental Disabilities are responsible for ensuring that bullying does not occur in any form. Any employee who has been the victim of such conduct, or who observes such conduct, is required to report the incident immediately to their supervisor. Any supervisor who observes any behavior that could be interpreted as bullying is responsible for either reporting or taking prompt action to stop the behavior.
2. Any employee who has a complaint of bullying at work by anyone, including supervisors, co-workers, or visitors, should report the problem to their supervisors. If the complaint involves someone in the employee's direct supervisory chain, then the employee, at his/her option may go to the Human Resources department. If the complaint involves someone in the Human Resources Department, they should report the problem to the Superintendent. If the complaint involves the Superintendent, they should report the problem to the President of the Board.
3. Complainants should keep accurate records of the date, the time, and the place of each occurrence, the person involved, and a witness to substantiate the charge.
4. Complaints of bullying shall be promptly investigated. Every effort will be made to handle all such complaints in a fair, impartial, and efficient manner. If an employee is not satisfied with the way a complaint is handled, he or she should bring this to the attention of the Board. In all cases, the employee will be advised of the conclusion of the investigation.