

Anti-Bullying Policy

In addition to the company's anti-harassment policy, [COMPANY NAME] believes it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual employees and the company as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s). Some examples of workplace bullying include repeated acts such as:

- Unwarranted or invalid criticism
- Blame without factual justification
- Being treated differently than the rest of your work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Being the target of shouting or other behavior intended to humiliate the employee
- Excessive "prank" jokes or teasing of an employee

The company considers workplace bullying unacceptable, and will not tolerate it under any circumstances. The company believes all employees should be able to work in an environment free of bullying. Managers and supervisors assume the responsibility to ensure employees are not bullied.

The company encourages all employees to report workplace bullying to either your manager, another manager with whom you are comfortable speaking, or directly to the President of the company. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, the company will attempt to maintain confidentiality to the extent possible.

It is a violation of company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the workplace bullying allegation.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counseling, demotion, suspension, or termination of employment, depending on the circumstances.

If you have any questions regarding the company's workplace bullying policy, please feel free to address them to your manager.

Employee Acknowledgement: I have received a copy of the Company's Anti-Bullying policy. I have read and understand this policy. I have been provided the opportunity to ask questions regarding this policy. I understand that violations of this policy may result in disciplinary action up to and including termination of employment.

Employee's Full Name (print): _____

Employee's Signature: _____ Date: _____