



Town of Royalston

Workplace Bullying Policy

Effective Date of This Policy: September 4, 2018

Objective

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the Town of Royalston will not, in any instance, tolerate workplace bullying.

Definition

The Town of Royalston defines workplace bullying as one or more hostile messages or abusive behaviors targeted at one or more persons in work settings. It can involve work obstruction, public humiliation, verbal abuse, threatening behavior, and multiple forms of intimidation.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important.

Workplace bullying takes one or more of the following forms:

- Verbal abuse
- Offensive conduct or behaviors (including nonverbal) that are threatening, humiliating, or intimidating
- Work interference that prevents work from getting done

Examples

While listing all circumstances considered to be workplace bullying is not possible, the following are some examples:

- **Verbal bullying:** slandering, ridiculing or maligning a person or his or her family; hurtful, insulting or humiliating name-calling; using a person as the butt of jokes; abusive and offensive remarks
- **Physical bullying:** pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Nonverbal bullying:** gestures, glances or stares that convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

Complaints of Bullying

If you believe you are the victim of bullying, you may file an oral or written complaint with your supervisor or with a member of the Select Board, who will then investigate the allegation in a fair and expeditious manner. This investigation will include a private interview with you, the person alleged to have committed workplace bullying, and any witnesses.

When the investigation is completed through formal or informal procedures, your supervisor or the Select Board will inform you and the alleged bully of the results, including allegations that have not been sustained. If the investigation reveals that workplace bullying did occur, the town will act promptly to eliminate the offending conduct and, if appropriate, impose disciplinary action.

Disciplinary Action

Employees found in violation of this policy will be disciplined. Progressive discipline will be used, up to and including termination. Local and other law enforcement authorities may be notified, on a case-by-case basis, for appropriate enforcement action.