

Workplace Bullying

The college will not tolerate bullying behavior and considers the following types of behavior examples of bullying:

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

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person;
- Shouting, raising voice at an individual in public and/or in private;
- Using verbal or obscene 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;
- Constant criticism on matters unrelated or minimally related to the person's job performance or description;
- Ignoring/interrupting an individual at meetings;
- Public reprimands;
- Repeatedly accusing someone of errors which cannot be documented;
- Deliberately interfering with mail and other communications;
- Spreading rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Inflicting menial tasks not in keeping with the normal responsibilities of the job;
- Taking credit for another person's ideas;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating him or her from work-related activities (meetings, etc.); and,
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining appropriate action. It is the effect of the behavior upon the individual which is important.