
 MUNICIPALITY OF ANCHORAGE O P E R A T I N G P O L I C Y / P R O C E D U R E	P&P No. 40 - 36	Page 1 of 2
	Effective Date: October 19, 2015	
Subject: Policy Against Workplace Bullying	Supercedes No. New	Dated:
	Approved by: 	

1. PURPOSE

To establish the policy regarding workplace bullying by and against municipal employees.

2. POLICY

It is the policy of the Municipality to provide a harmonious work environment free from workplace bullying. All employees have the right to be treated with dignity and respect at work. Municipal employees violating this policy are subject to discipline and/or discharge.

Employees are encouraged to report all instances of workplace bullying whether personally experienced or observed. Retaliation against an employee for reporting such incidents or participating in an investigation is also prohibited.

3. ORGANIZATIONS AFFECTED

All Municipal Agencies

4. REFERENCES

- a. Municipality of Anchorage EEO/AA Policy Statement
- b. Municipal Operating Policy/Procedure 40-16, Policy against Discrimination, Harassment and Retaliation
- c. Municipal Operating Policy/Procedure 20-1, Processing Complaints of Discrimination

5. DEFINITION and EXAMPLES

- a. Definition - Workplace bullying is intentional behavior that a reasonable person would find hostile, intimidating, offensive or intended to create an abusive work environment.

Bullying directed at an employee based on that employee's race, color, sex, religion, national origin, age, disability, gender identity, sexual orientation, or other protected class is also addressed in Municipal Operating Policy/Procedure 40-16, Policy Against Discrimination, Harassment and Retaliation.

- b. Workplace Bullying - Examples of workplace bullying include, but are not necessarily limited to, the following:
 - (1) Verbal abuse such as the use of derogatory remarks, insults, and epithets.
 - (2) Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature.
 - (3) The sabotage or undermining of an employee's work performance or opportunity for promotion or advancement.

6 RESPONSIBILITIESa. Each agency head shall:

- (1) Insure that all employees are familiar with this policy.
- (2) Seek assistance from the Employee Relations Department in educating employees regarding this policy, solving problems, and reviewing complaints alleging bullying.
- (3) Insure this policy is prominently posted in employee accessible areas within each division, section, branch and shop.

b. The Employee Relations Department shall:

- (1) Assist agencies in educating employees regarding this policy, solving problems, and reviewing complaints alleging bullying.
- (2) Insure this policy is accessible to agency heads.

7. PROCEDURE

Employees that have witnessed or have been subjected to bullying or other forms of inappropriate or unprofessional behavior should bring the matter to the attention of their immediate supervisor or to the Employee Relations Department. If the bullying behavior is directed at an employee due to that employee's race, color, sex, religion, national origin, age, disability, gender identity, sexual orientation, or other protected class, the employee should follow the procedures outlined in Policy and Procedure 20-1, Processing Complaints of Discrimination.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

The Employee Relations Department will review this document annually in November for any needed revisions.