
 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. 40-37	Page 1 of 3
	Effective Date: June 1, 2018	
Subject: BULLYING IN THE WORKPLACE	Supercedes No. 40-36	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.

The Municipality expects any employee who believes they are being bullied in the workplace by another employee, or any employee who observes such behavior, to promptly report it to any supervisor or Employee Relations.

Retaliation is prohibited against an employee for reporting such incidents or participating in an investigation.

3. ORGANIZATIONS AFFECTED

All Municipal Agencies.

4. REFERENCES

- a. Municipality of Anchorage EEO/AA Policy Statement.
- b. Municipal Operating P&P 40-38, Unlawful Discrimination and Harassment.
- c. Anchorage Municipal Code 3.30, Personnel Rules.

5. DEFINITIONS

- a. Workplace Bullying: Workplace bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, and unrelated to the Municipality's operational interests. Workplace bullying behavior may take many forms including physical, verbal, or written acts. A single physical, verbal, or written act generally will not constitute workplace bullying unless especially severe and egregious.

i. Examples of workplace bullying:

1. persistent or egregious use of abusive, insulting, or offensive language directed at an employee;
2. repeated behavior or language that frightens, humiliates, belittles,

- or degrades an employee;
 - 3. making repeated inappropriate comments about an employee's lifestyle, family, or culture;
 - 4. purposefully excluding an employee repeatedly from normal work activities in which the employee would normally be included without an operational reason for the exclusion;
 - 5. repeated, malicious interference with an employee's personal property during work hours or at a Municipal work site; and/or
 - 6. repeated sharing of inappropriate photos or videos.
- ii. Workplace Bullying vs. Supervision: It is important to distinguish between workplace bullying behavior and appropriate workplace supervision. Differences of opinion, interpersonal conflicts, and occasional problems in working relationships are an inevitable part of working life and do not necessarily constitute workplace bullying.

Employees must be amenable to supervision. Reasonable supervisory actions, when carried out in an appropriate manner, may include:

- 1. coaching or providing feedback;
- 2. monitoring or restricting access to information for operational reasons;
- 3. scheduling ongoing meetings to address performance issues;
- 4. setting performance goals, such as an individual performance plan or a project plan;
- 5. counseling or disciplining an employee for performance issues, misconduct, or behavior issues impacting the working environment;
- 6. investigating alleged performance issues, misconduct, or behavior issues;
- 7. yelling when dealing with an emergency, a hazardous situation, or a loud environment; and/or
- 8. accessing an employee's workspace, office, or other MOA property for legitimate MOA operational reasons.

6. RESPONSIBILITIES

- a. Each agency head shall:
 - i. Ensure that all employees are familiar with this policy.
 - ii. Report allegations of workplace bullying to Employee Relations.

Subject: Bullying in the Workplace	P&P No. 40-37	Page 3 of 3
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- iii. Contact Employee Relations to educate employees on this policy, assist with solving problems, and review and investigate complaints alleging workplace bullying.
 - iv. When allegations of bullying are substantiated, the agency head will work with Employee Relations to apply the appropriate level of discipline, i.e. counseling, oral or written reprimand, suspension, demotion or dismissal.
- b. The Employee Relations Department shall:
- i. Assist agencies in educating employees on this policy.
 - ii. Solve problems related to alleged workplace bullying, review complaints of alleged workplace bullying, and investigate allegations of workplace bullying when appropriate.
 - iii. When allegations of bullying are substantiated, work with the agency head on implementing the appropriate level of discipline.

7. PROCEDURE

Employees are expected to report conduct believed to constitute workplace bullying under this policy to a supervisor or Employee Relations. Supervisors who observe workplace bullying behavior or receive a report of alleged workplace bullying are required to promptly address such behavior and notify Employee Relations.

If the workplace bullying behavior is directed at an employee due to that employee's race, color, sex, religion, national origin, age, disability, gender identity, sexual orientation, marital status or other protected class, the employee should follow the procedures outlined in Policy and Procedure 40-38, Unlawful Discrimination and Harassment.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

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