

Chapter 8 Employee Safety & Health

Section 17 Workplace Bullying Policy:

- A. Marathon County Public Library is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated.
- B. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.
- C. Marathon County Public Library expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, library director or the personnel specialist. Management employees are expected to take action to stop workplace bullying.
- D. Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. Confidentiality will be maintained during the investigation to the fullest extent possible.
- E. Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.
- F. Questions regarding this policy or a specific situation should be directed to the Library Director or the Personnel Specialist.