

TOWN OF AUBURN
WORKPLACE BULLYING POLICY

I. INTRODUCTION

The Town of Auburn (the “Town”) is committed to providing all employees with a safe work environment. Bullying is unacceptable behavior because it breaches equality and fairness, and it frequently represents an abuse of power or authority. The purpose of this policy is to communicate to all individuals that the Town will not tolerate bullying behavior.

II. WORKPLACE BULLYING

Bullying is unreasonable behavior by an individual (or a group) that demeans, intimidates, degrades or humiliates an individual or a group of individuals. Bullying is usually repeated behavior or actions creating an on-going pattern, but it can also occur as a single incident.

Some examples of bullying behavior include, but are not limited to:

- spreading malicious rumors, gossip and innuendo
- shouting, raising voice at individual in public and/or in private place
- insults, teasing, practical jokes
- copying memos that are critical about someone to others who do not need to know
- picking on AN individual or setting AN individual up to fail
- overbearing supervision or other misuse of power or position
- making threats or comments about job security without foundation
- deliberately undermining a competent worker with excessive demands and unreasonable criticism
- intentionally blocking promotion or training opportunities
- Trivializing of work and achievements
- Deliberate exclusion
- Criticizing in public
- Belittling or disregarding of opinions or suggestions

III. THE RULE

It is against Town policy for any individual to bully another. It is also against Town policy for any retaliation against an individual for filing a complaint of bullying.

IV. COMPLAINT

(a) If any individual believes he or she has been subject to bullying, the individual should initiate a complaint by contacting the Bullying Complaint Officer as soon as possible. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Bullying Complaint Officer to reconstruct what occurred. The individual will be requested to write out his or her complaint to document the charge.

(b) If an employee prefers to discuss a possible bullying problem with his or her supervisor, the employee may always do so, but employees do not have to go through the regular chain of supervision when reporting bullying and may go directly to the Bullying Complaint Officer.

(c) The Town has designated a Bullying Complaint Officer. The current Bullying Complaint Officer is Debra Dubois, Human Resources Coordinator and she can be reached at Town of Auburn, 104 Central Street, Auburn, MA 01501 and her telephone number is (508) 407-7631. If you would prefer, you may contact Edward Kazanovicz, Assistant Town Manager and Chief Financial Officer, who has been designated as the Alternate Bullying Complaint Officer. He can be reached at Town of Auburn, 102 Central Street, Auburn, MA 01501, and his telephone number is (508) 832-7721.

V. INVESTIGATION

On receiving the complaint, the Bullying Complaint Officer or the Alternate Bullying Complaint Officer, or her or his designee, will promptly undertake an investigation into the matter. The investigation may include interviews with the employee making the complaint, with witnesses, and with the person accused of bullying. The investigation shall be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances.

VI. DECISION

When the investigation is completed, the Town will, to the extent appropriate, inform the person who filed the complaint, as well as the person alleged to have committed the complained of conduct, of the results of the investigation. If the investigation reveals that bullying did occur, the Town will act promptly to eliminate the conduct.

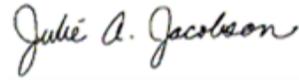
VII. VIOLATION OF POLICY

Any individual violating this policy will be subject to appropriate discipline, including possible termination of employment.¹

VIII. PROMULGATED BY THE TOWN MANAGER

This Policy was promulgated by the Town Manager on August 20, 2020.

BY:



Julie Jacobson, Town Manager

¹ Employees of the Town that are members of a bargaining unit shall be subject to discipline in accordance with the terms of the applicable Collective Bargaining Agreement.

Acknowledgement of Receipt of Workplace Bullying Policy

I acknowledge receipt of the Workplace Bullying Policy from the Town of Auburn, and I have read its contents.

Employee Name (Print)

Witness

Employee Signature

Date