

## Bullying and Harassment Prevention and Intervention Policy

Southeastern NY Library Resources Council <b>Bullying and Harassment Prevention and Intervention Policy</b>	Approved by the Board of Trustees: 9/19/2019; Revised 07/21/2022
Position(s) responsible for Compliance:  Executive Director, Board	To be reviewed: Annually

Southeastern is committed to ensuring a safe and productive work environment for all its employees. Accordingly, all employees are required to treat each other with respect.

Southeastern strictly prohibits “bullying” and other forms of harassment in the workplace. Bullying is a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Harassment is the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with an employee’s performance, mental, emotional, or physical wellbeing and conduct that may cause fear.

The following list contains examples of the type of behavior that is prohibited by this policy, but it is not intended to include the entire realm of behavior that is prohibited:

- abusive language
- exclusion or social isolation
- being shouted at or being humiliated
- being the target of practical jokes
- unwarranted and invalid criticism that is intimidating, degrading, or humiliating.

If you believe that you have been subject to bullying, you should report the incident immediately to the Executive Director or directly to a member of the Finance and Personnel Committee if you prefer. Southeastern will investigate all reports of bullying and harassment in a thorough and timely manner.

Employees who have engaged in bullying or harassing behavior will be subject to appropriate disciplinary action, up to and including termination.

Retaliation against individuals who report bullying or harassment or who assist in an investigation of alleged bullying or harassment is expressly prohibited.

The Executive Director will develop the procedures to be implemented when a complaint is filed, and those procedures will be in the Southeastern Employee Handbook.