Objective/Purpose

The University of Idaho promotes a healthy, respectful, diverse and inclusive workplace culture where all employees are able to work in an environment free of bullying behavior. The University of Idaho considers workplace bullying a form of unprofessional conduct that is unacceptable and will not be tolerated or ignored under any circumstances on any University property or facilities, at University events, or while on University business. This policy shall apply to all employees, regardless of his or her employee status (i.e. managerial vs. hourly, full-time vs. part-time, employee vs. independent contractor). This policy will present opportunities for growth and strength, as well as challenges when negative behaviors undermine these values.

Rula: in our discussion yesterday, we wanted to follow the first sentence with a statement such as, "This (what? This culture?) will present opportunities for growth and strength, as well as challenges when negative behaviors undermine these values." I cannot figure out how/where to insert this idea. Help?

Definition

The University of Idaho defines workplace harassment or bullying as conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive. This includes actions by individuals (or groups) that are persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee (or group of employees), whether verbal, physical or otherwise, at the place of work and/or in the course of employment. This can be direct or indirect; verbal, physical or otherwise; or intentional or unintentional. Note that intent is irrelevant and it is the effect of the behavior on the individual that is important. Workplace bullying generally involves an abuse or misuse of power, verbally or in conduct but not all bullying behavior involves a power dynamic.
Reporting
Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying. Therefore, while no fixed reporting period has been established, the University of Idaho strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The University of Idaho will make every effort to stop alleged workplace bullying but can only do so with the cooperation of its employees. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.

Supervisors
The University of Idaho requires any supervisor who witnesses any bullying, irrespective of reporting relationship, to immediately address the behavior and is strongly encouraged to report this conduct to HRS and/or OCRI.

All Employees
The University of Idaho encourages all employees to report any instance of bullying behavior you may experience or witness. Any reports of this type will be treated seriously, investigated promptly and impartially. The University of Idaho will protect an employee who reports bullying conduct from retaliation or reprisal. Individuals who believe they have experienced conduct that they believe violates this policy or who have concerns about such matters have several reporting options. Individuals may report confidentially through the Ombuds in an effort to resolve the matter informally. Individuals may also report their complaints in writing to their supervisor and Office of Civil Rights and Investigations (OCRI) or Human Resources Employment Services (HRS). Individuals should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of the Ombuds, HRS, and/or OCRI. HRS and/or OCRI will investigate the reported behavior. The University of Idaho further encourages all employees to formally report any concerns of assault, battery, or other bullying behavior of a criminal nature to the Moscow Police Department.

Examples
Workplace bullying can take many forms. The following types of behaviors (regardless of whether they are in person, in writing, via electronic message, social media, etc.) may be considered workplace bullying and may constitute or contribute to evidence of bullying in the workplace; however, this list is not meant to be exhaustive:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using obscene language or gestures.
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.

Not all behaviors will amount to policy violations. Below are examples of some behaviors that may not amount to bullying:

- Expressing difference of opinion.
- Offering constructive feedback, guidance, or advice about work-related behavior.
- Action taken by a supervisor relating to the management of an office.
- Action taken to manage an employee’s performance, initiating corrective action and/or disciplinary action.

Sanctions

Individuals found in violation of this policy may be subject to corrective and/or disciplinary action, up to and including termination or other actions as determined appropriate by the supervisory authority, in consultation with HRS. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

Rula/Jan questions:

This appears to be aimed at employees. Does that include faculty, staff and administrators?

What is the burden of proof?

Who will decide if someone is guilty of bullying?
Who will investigate allegations of bullying and how well trained are these investigators?

How will whether a supervisor’s action in management of office be not retribution for an allegation of bullying?

Where will this policy be “housed”? In FSH?

Will anti-bullying become part of trainings and orientations?