**Bullying in the Workplace**

[Company Name] is committed to a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, unreasonable behavior directed toward an employee, customer, or vendor that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. The following list describes activities that are expressly prohibited and is not exhaustive:

* Intimidating, threatening, or hostile statements, actions, or gestures
* Excluding someone from workplace activities, social isolation
* Falsely accusing and punishing “errors” not actually made; blaming without justification
* Verbal abuse, demeaning comments
* Direct, conditional, or veiled threats
* Being treated differently than the rest of your work group
* Intimidation
* Yelling, screaming, and other demeaning behavior
* Being given the majority of unpleasant tasks
* Public humiliation
* Hostility such as glaring, clenched fists, or a threatening posture

[Company Name] expects employees to behave in a professional manner and to treat colleagues, customers, and vendors with dignity and respect when they are at work.

If you feel you have been bullied, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, then you should contact his or her supervisor, the [Human Resources designee], or higher-level management for assistance.

Complaints will be investigated and [Company Name] will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, [Company Name] will take immediate and appropriate action.

[Company Name] will ensure that managers and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint.

Managers, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints.