**Bullying in the Workplace**

[Company Name] prohibits acts of harassment and bullying. A safe and civil environment is necessary for employees to achieve the high standards we expect. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and bullying are expected of all employees.

Bullying is repeated, health-harming mistreatment of another person. Examples of prohibited behavior include, but aren’t limited to, screaming; swearing; name calling; stealing; giving dangerous work assignments; using threatening, intimidating, or cruel behaviors; deliberately humiliating a person; denying advancement; and stealing work credit.

Under company policy, bullying:

* Is committed by written, verbal, graphic, or physical acts, (including electronically transmitted acts using the Internet, a cell phone, or a personal communication device)
* Substantially interferes with work, opportunities, and benefits of one or more employees, sometimes through actual sabotaging of work
* Adversely affects an employee’s ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress

Because others can encourage bullying, [Company Name] also prohibits both active and passive support for acts of harassment and bullying. Employees should either walk away from these acts when they see them or constructively attempt to stop them.

In either case, employees should report incidents to [Company Point of Contact]. Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited.

Violators of this policy will be subject to appropriate discipline, up to and including discharge.