



October 3, 2013

TO: Common Council

FROM: Pamela A. Captain, CA/HR Director

RE: Healthy Workplace Policy

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For your consideration please find the attached proposed HEALTHY WORKPLACE policy recommended for adoption by the Personnel Committee at its September 16 meeting. You will notice language added (underlined) about what steps an employee should take if he or she is the recipient of such behaviors. This is the same language/procedure that is used in the City's anti-harassment policy.

<b>CITY OF MENASHA POLICY</b>		<b>TITLE: Healthy Workplace</b>	
ISSUE DATE:	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE: All employees, volunteers, elected and appointed officials, contractors and vendors	TOTAL PAGES: 2	
Reviewed by Attorney's Office	Personnel Committee Approval Date: 9/16/2013	Council Approval Date:	

I. PURPOSE

The City desires to create a healthy workplace in which all individuals are treated with respect and dignity, free from forms of behavior that are contrary to high performance expectations for workers and healthy competition.

Workplace bullying is defined as “the deliberate, hurtful and repeated mistreatment of an employee by one or more employees.” Bullying behaviors will not be tolerated. Bullying behaviors may include: hostile verbal and nonverbal behaviors directed at a person such that the person’s work is negatively affected; deliberate sabotage to the reputation of a co-worker by spreading lies or rumors about the co-worker’s performance and character; teasing or joking that a reasonable person would consider unacceptable; comments that a reasonable person would consider offensive; rumor-mongering and gossiping, comments, questions or actions which offend a reasonable person; giving the silent treatment or social exclusion; intimidating physical gestures, including finger pointing and slamming or throwing objects; yelling, screaming, and/or cursing at the target; angry outbursts or temper tantrums; insulting or belittling the target, often in front of other workers; withholding needed information.

All department heads, supervisors and employees, as part of their job requirements, are responsible for preventing and eliminating workplace bullying in their respective departments. Each employee shall be responsible for taking all reasonable measures with the goal of preventing acts of workplace bullying.

Each employee who believes that he or she has been the subject of workplace bullying should promptly take the following steps:

- a. Firmly state to the person who is doing the workplace bullying how you feel about his or her actions and request that the person immediately cease such behavior.

- b. If the workplace bullying continues or if you believe some employment consequences may result from your request that the action stop, report the matter as soon as possible to the Department Head, Personnel Director, Administrative Services Director or the Mayor.

After appropriate investigation, any employee found to have repeatedly engaged in workplace bullying will be subject to appropriate disciplinary action, up to and including discharge.