

CITY OF MENASHA POLICY		TITLE: <b>Healthy Workplace</b>	
ISSUE DATE: (Day after Council)	LAST UPDATE:	SECTION:	
POLICY SOURCE:	AUDIENCE:	TOTAL PAGES:	
Reviewed by Attorney's Office	Personnel Committee Approval Date:	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.

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.