



**Jewish
Family
Service**

**Moving Forward
Together**

Bullying

Effective Date: July 1, 2016

OUR PURPOSE:

Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier more resilient San Diego.

Anti-Bullying Policy

JFS defines bullying as *“repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates JFS’s Code of Ethics which clearly states that all employees will be treated with dignity and respect.”*

The purpose of this policy is to communicate to all employees, including supervisors and managers that JFS will not in any instance tolerate bullying behavior. Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out any discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. JFS considers the following types of behavior examples of bullying:

- Verbal conduct such as slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as a butt of jokes; abusive and offensive remarks;
- Physical conduct such as pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property; non-verbal threatening gestures; glances which can convey threatening messages;
- Exclusion conduct such as socially or physically excluding, disregarding, or shunning a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person;
- Shouting or raising voice at an individual in public and/or in private;
- Using verbal or obscene gestures;
- Not allowing the person to speak or express himself/herself (i.e., ignoring or interrupting);
- Personal insults or use of offensive nicknames;
- Public humiliation in any form;
- Constant criticism on matters unrelated or minimally-related to the person's job performance or job description;
- Ignoring/interrupting an individual at meetings;
- Public reprimands;
- Deliberately interfering with mail, email, phone, or other communications;
- Spreading rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.);
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

The process for reporting, investigating, and resolving complaints of bullying will be handled in the same manner as complaints alleging harassment and/or discrimination (see Anti-Harassment Policy elsewhere in this handbook).