

Policy Type: All Staff

Policy Title: Anti-Bullying Policy

Whom Does This Policy Affect: All District Staff

Purpose: The purpose of this policy is to provide employees with anti-bullying policy, a mechanism for reporting/early intervention and prompt resolution of bullying conduct.

Policy Statement

It is the policy of the College that bullying behavior by or against any member of the College community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- sabotaging or undermining an individual or group's work performance or education experience;
- inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Bullying behavior violates the College's Code of Ethics (see Policy 6.46) and its expectation that employees will be treated with respect and courtesy; the Student Code of Conduct (see Procedure 3.10) and its expectation that students will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated, and may also violate the Statement on Illegal Discrimination and Sexual Harassment (see Policy 1.65).

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. The College will investigate any allegation of bullying. Complaints by employees should initially be reported to the employee's immediate supervisor, unless the supervisor is the person about whom the complaint is being made, in which case, the complainant should be made to that person's supervisor, unless that person is the individual about whom the complaint is being made, in which case the complaint should be made to that person's supervisor. The complaint may also be made to the Director of Human Resources (phone 734-384-4245). A student may bring forward a complaint to the Division Dean or to the Vice President of Student and Information Services (phone 734-384-4224). Administrative offices are located in the Audrey M. Warrick Student Services/Administration Building.

An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including expulsion.