



Anti-Bullying Policy

The Morton Grove Public Library prohibits all acts of bullying. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the Morton Grove Public Library on a day-to-day basis and the Morton Grove Public Library's ability to successfully operate.

"Bullying" is conduct that meets all three of the following criteria:

- Is directed at one or more employees;
- Substantially interferes with work/prevents work from being accomplished; and
- Adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo about another person;
- Excluding or isolating someone socially;
- Intimidating a person;
- Undermining or deliberately impeding a person's work;
- Physically abusing or threatening abuse;
- Removing areas of responsibilities without cause;
- Constantly changing work guidelines;
- Establishing impossible deadlines that will set up the individual to fail;
- Withholding necessary information or purposefully giving the wrong information;
- Making jokes that are "obviously harassing" by spoken word, text, or e-mail (see the Non-Discrimination and Anti-Harassment policy for more guidance in this area);
- Intruding on a person's privacy by pestering, spying or stalking;
- Assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure);
- Underwork – creating a feeling of uselessness;
- Criticizing a person persistently or constantly;
- Belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others);
- Unwarranted (or undeserved) punishment;
- Blocking applications for training, leave, or promotion; and
- Tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, Morton Grove Public

Library prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes that they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to their manager, the Business Manager, the Executive Director, or their designee. A manager who receives a report under this policy must immediately inform the Business Manager or Executive Director unless the complaint involves the Business Manager, in which case the manager should inform the Executive Director. A prompt, thorough, and complete investigation of each alleged incident will be conducted, and appropriate action will be taken based on the results of the investigation.

The Morton Grove Public Library prohibits reprisal or retaliation against any person who reports an act of bullying. The Morton Grove Public Library also prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.