

Alcorn State University

The purpose of this policy is to communicate to all employees, managers and executives that Alcorn State University will not in any instance tolerate bullying behavior. The university is committed to the elimination of all forms of harassment or bullying. This policy applies to all employees of the University. It applies during normal working hours, at work related or sponsored events, and while traveling on work related business.

Harassment: Workplace Anti-Bullying/Mobbing Policy

Policy
<p>Alcorn State University is committed to providing all employees a healthy and safe work environment. The university will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved without limiting any person's entitlement to pursue resolution of their complaint with the relevant authority. There will be no retaliation against anyone who in good faith alleges or reports bullying. Employees found in violation of this policy will be disciplined, up to and including termination.</p> <p>Bullying is repeated unwelcome or unreasonable behavior (either direct or indirect) that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. Such behavior violates Alcorn's Code of Ethics which clearly states that employees will be treated fairly, and with respect.</p> <p>Mobbing is a type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents may be carried out by an individual as part of the mobbing behavior. In all instances, workplace bullying/mobbing is not tolerated at any organizational level.</p> <p>*Permissible disciplinary action used as a corrective measure by management for violation of ASU policy and/or misconduct by an employee should not be misconstrued as a form of bullying unless found to be excessive and unwarranted.</p>
Procedure
<p>Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved:</p> <p>Examples of Bullying Behavior</p> <p>Verbal Bullying- Abusive and offensive remarks, insults, teasing, spreading rumors and innuendos, unreasonable criticism, trivializing of work and achievements</p> <p>Physical Bullying- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property</p> <p>Gesture Bullying- Non-verbal threatening gestures, glances which can convey threatening messages</p>

Manipulating the work environment- Isolating people from normal work interaction, excessive demands, setting impossible deadlines, intentionally not providing necessary resources and support hindering performance

Psychological Manipulation- Unfairly blaming for mistakes, setting people up for failure, deliberate social or physical exclusion, excessive supervision, practical jokes, belittling or disregarding opinions or suggestions, and criticizing in public

Consequences of Bullying Behavior

For those being bullied- People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

For the employer- Besides potential legal liabilities, the employer can suffer because bullying can lead to: deterioration in the quality of work; increased absenteeism; lack of communication and teamwork; lack of confidence in the employer which leads to lack of commitment to the job; and decrease in productivity.

For others at the workplace- People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may also be subjected to being bullied.

Responsibilities

Managers and Supervisors- Ensure that all employees are aware of the anti-bullying policy and procedure for reporting; ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received; provide leadership and role-modeling in appropriate professional behavior; respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred.

Employees- Be familiar with and behave according to this policy; if you are a witness to bullying, report incidents to your supervisor, Title IX Coordinator, Human Resources, or the highest level administrator. Where appropriate, speak to the alleged bully(ies) to object to the behavior.

IF YOU THINK YOU HAVE BEEN BULLIED

Steps you should take

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor, the Title IX coordinator, or the highest level administrator.
- Complete the harassment/complaint form (is not required but will help in the investigation process) www.alcorn.edu/hr.
- An investigation will be undertaken and disciplinary action will be taken as necessary.