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## 1.4 Anti-Bullying & Anti-Workplace Violence

### Anti-Bullying

The Library has determined that a safe and civil environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the Library on a day-to-day basis and the Library's ability to successfully run its business. Accordingly, the Library strictly prohibits all acts of bullying. Demonstration of appropriate behavior, treating others professionally, and refusing to tolerate harassment or bullying is expected of all supervisors, co-workers, vendors, patrons, contractors, and other regular visitors of the Library.

"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 innuendos about another employee;
- excluding or isolating someone socially;
- intimidating a person;
- undermining or deliberately impeding a person's work;
- physically abusing or threatening abuse;
- making jokes that are "obviously offensive" orally or via email;
- intruding on a person's privacy by pestering, spying, or stalking;
- repeatedly yelling or using profanity toward another person;
- criticizing a person persistently or constantly;
- unwarranted (or undeserved) punishment;
- blocking applications for training, leave, or promotion;
- removing areas of responsibilities without cause;
- assigning unreasonable duties or workload that is unfavorable to one person (in a way that creates unnecessary pressure);
- withholding necessary information or purposefully giving the wrong information;
- 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); and
- tampering with a person's personal belonging or work equipment.



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All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Library prohibits both active and passive support for acts of bullying.

An employee who believes they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to their manager or the Library Director. A manager who receives a report under this policy must immediately inform the Library Director. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. The Library prohibits reprisal or retaliation against any person who reports an act of bullying. The Library prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

### **Anti-Workplace Violence**

The Library is committed to providing a safe workplace for all employees and prohibits any acts or threats of violence, including violent or threatening behavior and obscene, abusive, or threatening language or gestures. When instances of intimidation, harassment, threats, or actual violence that occur during business hours, outside business hours on Library premises, or offsite during Library outreach activities are brought to the Library's attention, the Library will, upon determining the validity of the report:

- with regard to employees, take prompt remedial action, up to and including termination of employment; or
- take appropriate action when dealing with patrons, former employees, vendors, or visitors to the Library, which may include notifying the police or other law enforcement personnel.

Furthermore, the Library will maintain viable security measures to ensure that the Library's facilities are reasonably safe and secure. In addition, the Library prohibits unauthorized firearms or other weapons on Library premises in accordance with the Illinois Firearm Concealed Carry Act.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, harassment, offensive conduct, or violent act observed or experienced at the Library or during a Library event. While the Library does not expect employees to be skilled at identifying potentially dangerous people or situations, employees are expected to exercise good judgment and to promptly report any belief or suspicion that a violent act may be committed at the Library or against an individual related to the Library in any way. No employee who in good faith either



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makes a report or participates in an investigation under this policy will experience retaliation by the Library.

All threats of or actual violence, both direct and indirect, should be reported as soon as possible to the Library Director. This includes threats by employees, as well as threats by patrons, vendors, or other members of the public. Employees should fill out an Incident Report within 24 hours with as many details as possible. For emergency situations, an employee should immediately notify the Library Director, or in their absence the Person in Charge (PIC), then locate a safe place from which the Library Director, a manager, or other authorities can be contacted.

The Library will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. For non-staff incidents, the Library's Patron Conduct Policy will dictate consequences. For incidents involving staff, to maintain workplace safety and the integrity of its investigation, the Library may suspend employees, either with or without pay, pending investigation. Any staff member determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Library encourages employees to bring their disputes or differences with other employees to the attention of the Library Director before a situation escalates into potential violence. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

All employees will receive annual workplace violence training, including active shooter training and communications procedures for dangerous situations.