H.1.2.3 (Procedure) Bully Free Workplace and Campuses
Responsible Department: Alamo Colleges District Title IX/VII/IV/ADA/504 Coordinator
Board Adoption: 4-26-16
Last Board Action: 7-27-21, 3-22-22

ALAMO COLLEGES DISTRICT

Purpose

This procedure applies to all students and all employees, including supervisors, managers, administrators, faculty as well as contractors and employees of contractors. It defines bullying and provides examples of behavior that would be a violation of the "Respect for All" values stated in Alamo Colleges District Policy A.1.3 (College District Vision, Mission, Values and Goals) and the Alamo Colleges District Civil Rights Policy H.1.2 Civil Rights Discrimination, Harassment and Retaliation. Procedures H.1.2.1, Civil Rights Complaints and Resolution Procedure, and H.1.2.2, Civil Rights Complaints Appeal Procedure, define the processes for reporting, investigating, and administering discipline or sanctions for instances of bullying.

Objective

Alamo Colleges District strives to create a workplace that is optimal for learning and work. The purpose of this procedure is to communicate to all students and all employees, including supervisors, managers, administrators, faculty, contractors, and employees of contractors, that the Alamo Colleges District will not in any instance tolerate bullying behavior or lack respect or disrespect. Any employee found in violation of this policy will be disciplined, up to and including termination, expulsion or, in the case of contracts, cancellation of contract. Any student who is found in violation will be processed through the student code of conduct and may be subject to sanctions up to and including suspension, academic expulsion, and expulsion from presence at any of the Alamo Colleges.

Definition

Alamo Colleges District defines bullying as repeated and/or severe aggressive 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 or on campus and/or in the course of employment, education or student activities which is likely to intimidate or, hurt, control, or diminish another person whether or not on the basis of protected criteria. Behavior demonstrating or communicating a lack of respect or disrespect may or may not be bullying, but nonetheless such behavior violates Alamo College's Code of Ethics, which clearly states that all employees willbe treated with dignity and respect, and Policy A.1.3, stating the College District's shared value of "Respect for All." Bullying is a violation of the Texas Education Code and Alamo Colleges Policy whether or not the victim is a member of a protected class. This procedure and policy extend to cyberbullying which is

bullying that takes place using electronic technology. This policy and procedure extend to conduct and behavior that is not otherwise protected by law.

Examples

The effect of the behavior of bullying on the individual is important. Alamo Colleges District considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, threatening, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying**: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying**: Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion**: Socially or physically excluding or disregarding a person in work or school-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 or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job or school performance or description.
- Ignoring or interrupting an individual at meetings, in class or at school or work activities.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, under-loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.

- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- Retaliating against or threatening to retaliate against an individual who has reported bullying or attempted to intervene to stop bullying.