
**AC Transit
BOARD POLICY**

Policy No. 203

**Category: Board & General
Administrative Matters**

Anti-Bullying and Prevention of Abusive Conduct

I. PURPOSE

AC Transit is committed to providing a work place that is free of bullying and abusive conduct. We must treat employees, customers and others with whom we deal with civility, dignity and respect. Bullying and abusive conduct are unacceptable behaviors that can cause psychological and physical harm and can increase absenteeism, employee turnover and increased medical and workers' compensation costs. In light of this, the District has committed to implementing this policy.

II. DEFINITIONS

Abusive conduct is conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

Examples of bullying and abusive conduct include, but are not limited to:

- verbal abuse, insults, threats, yelling
- teasing or regularly making someone the brunt of pranks/practical jokes
- sarcasm and other demeaning language
- exclusion of a person from workplace activities
- work sabotage and tampering with someone's personal effects
- gossip and false malicious rumors
- coercion, intimidation and misuse of power
- unfair and excessive criticism
- unrealistic work targets and impossible deadlines
- deliberately withholding information reasonably needed by the employee
- demeaning, intimidating, threatening or physically or emotionally violent behaviors

III. POLICY

AC Transit employees at all levels have the duty to behave in a professional and civil manner towards each other, customers and members of the public. Everyone has the right to work in an environment free from bullying and abusive conduct. Bullying or abusive conduct will not be tolerated.

It is the responsibility of each Board member, District Officer, District employee, contractor/vendor representative, and any other person or entity operating under the direction of the District to ensure that his/her work behavior and performance are consistent with this policy. Managers have an additional responsibility to create a safe working environment free from bullying and abusive conduct. Managers must take steps to prevent such unacceptable behavior and to take prompt action when such behavior has occurred.

All complaints will be investigated by the AA/EEO/Diversity Office, which is also responsible for providing the anti-bullying training required by California Government Code § 12950.1

District employees who violate this Board policy will be subject to discipline, up to and including discharge. Violation of this Board policy by a contractor/vendor representative may cause the termination of the contract or the representative being banned from District property.