



## **Board Policy No. 201**

### **Anti-Bullying and Prevention of Abusive Conduct**

**ADOPTED:** 6/10/2015

**RECENT AMENDMENT:** 4/13/2022

**SEE ALSO:** BP 218, AR 218A

**SUBJECT CATEGORY:** SECTION 200, HUMAN RESOURCES

**SUBSECTION:** GENERAL

**CONTROL DEPARTMENT:** GENERAL COUNSEL

#### **I. PURPOSE**

AC Transit is committed to providing a workplace that is free of bullying and abusive conduct. Employees, customers and others with whom the District engages, must be treated 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. PERSONS AFFECTED**

District employees, temporary workers, consultants, contractors, employee and non-employee Union Representatives, Board Officers and Board Members.

#### **III. DEFINITIONS**

**"Abusive conduct"** means conduct by 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.

#### **IV. POLICY**

##### **A. Duty and Responsibility**

AC Transit Board Officers, Board Members and 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. 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

It is the responsibility of all persons subject to this policy 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.

### **B. Complaints**

All complaints will be investigated by Employee Relations or the Civil Rights and Compliance 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.

Bullying and/or abusive conduct may also constitute a violation of the District's Workplace Violence Board Policy and/or the District's Threat Assessment Administrative Regulation. Employees are required to follow the reporting procedures set forth in both Board Policy 218 and Administrative Regulation 218A.

## **V. AUTHORITY**

### **A. Board Authority**

The Board of Directors has the authority to amend the policy as it deems appropriate or otherwise required by law.

## **VI. ATTACHMENTS**

None