Harassment or Bullying in the Workplace Policy

Policy Number	300.31.02	**Custodian**	Human Resources
Approved Date	10/17/2017		
Effective Date	10/17/2017	**Review Date**	October 2017
References: Sexual Harassment Policy, Complaint and Grievance Policy, EEO Policy			

1. Purpose

To define harassment and outline a process for violations.

.

2. Persons Affected

2.1. Staff
2.2. Faculty

3. Policy

This policy is to ensure the following:

3.1. White Earth Tribal and Community College (WETCC) is committed to providing all employees with a healthy and safe work environment free from any form of harassment, discrimination or bullying.

3.2. Context is important when considering a claim of harassment or bullying. There is a difference between friendly insults that have been exchanged over a long period of time between two colleagues and comments that are meant to be, or taken as, demeaning.

<u>Prohibitions</u>

3.3. Verbal communication:
- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

3.4. Manipulating the work environment:
- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

3.5. Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

3.6. Harassment:
- Repeatedly disturbing, pestering, or troubling another
- Offensive behavior
- Ongoing annoying behavior
- Repeated or continuing un-consented contact that serves no useful purpose

Complaint Process

3.7. Any employee who feels they have been victimized by harassment or bullying may file a complaint by following the Complaint and Grievance Policy

4. Definitions

4.1. Bullying. Unwelcome or unreasonable behavior 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.

4.2. Harassment. Includes comments, statements, or actions that have the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment is the continued or systematic process of unwanted or annoying actions.

4.3. Sexual harassment. Refers to offensive conduct that includes unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, including conduct that is explicitly or implicitly made a term or condition of employment (see Sexual Harassment Policy for complete information)

5. Procedures

All employees are expected to conduct themselves in a professional manner at WETCC.

5.1. It is the responsibility of a supervisor who receives a complaint of bullying or harassment to investigate and follow up in writing within 5 working days, in accordance with the Complaint and Grievance Policy.

5.2. The supervisor must document the response and provide the Human Resources (HR) department with a complete copy.

5.3. Due to the sensitive nature of a sexual harassment situation, a complaint should go directly to the HR Coordinator who has been delegated to serve as the WETCC Title IX Coordinator.

5.4. The HR department is responsible for maintaining complaints and responses on file and documenting the matter in the Complaint log.

5.5. The HR department will assist any employee and/or supervisor in handling a complaint and/or response while maintaining confidentiality and separation of duties.

Revision History

Rev. Date	Rev. No.	Revision
01/03/2025	2.	Housekeeping; New Format; Custodian Change
10/17/2017	1.	Original