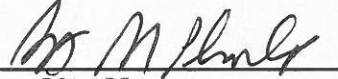


City of Los Alamitos

Administrative Regulation

Regulation:	4.8	 _____ City Manager
Title:	Policy Against Bullying	
Authority:	City Manager	
Date:	October 20, 2016	
Revised:		

1. Purpose: The City of Los Alamitos (“City”) has a strong commitment to maintaining a work environment in which all employees are safe and treated with respect and dignity. Therefore, the City prohibits any form of “intimidation or bullying” in the workplace or elsewhere, such as at offsite events. This document sets forth the City’s policy and complaint procedures for investigating and resolving internal complaints of bullying. The City has zero tolerance for any conduct that violates this policy. Accordingly, a single act can violate this policy. Any violation of this policy may lead to disciplinary action, up to and including termination from employment. The City encourages all covered individuals to report any conduct they believe violates this policy as soon as possible.

2. Application: The individuals covered by this Policy are: applicants, employees regardless of rank or title, elected or appointed officials, interns, volunteers, and contractors.

3. Regulation: Every employee and other individuals, such as temporary agency workers, consultants, independent contractors and visitors, have the right to be treated with respect. Bullying is conduct in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to the City’s legitimate business interests. Unlike harassment, bullying is not based on or related to a person’s membership in one or more protected classifications.

Bullying may include, but is not limited to the following: 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; and the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute bullying, unless the act is especially severe and egregious.

Bullying comes in many shapes and sizes and can take many forms including, but not limited to the following: excluding, tormenting, taunting, abusive comments, using threatening gestures; pushing, shoving, punching, unwanted physical contact, or any use of violence; graffiti; name-calling, sarcasm, spreading rumors or teasing. Such conduct can also occur via use of electronic or telephonic communications such as the internet, email, social media and

chatroom misuse, mobile threats by text messaging, or calls or misuse of cameras and video equipment.

Complaint Procedure

Any individual who believes that he or she is being or has been subjected to any form of bullying should immediately report this to his or her immediate supervisor or any other supervisor, department head, the Executive Assistant, Personnel and Benefits, the Administrative Services Director or the City Manager as provided for in the City's Discrimination, Harassment and Retaliation Complaint Procedure. Similarly, any person who may witness bullying and any person who has received a report of such conduct, whether the perpetrator is an employee or a non-employee, shall immediately report the conduct consistent with the Discrimination, Harassment and Retaliation Complaint Procedure.