

## **ANTI-BULLYING POLICY**

Emmaus Public Library prohibits bullying by any employee or volunteer, regardless of his or her employee status (e.g., managerial vs. hourly full-time vs. part time, employee vs. independent contractor, etc.)

Emmaus Public Library defines bullying as an intentional, electronic, written, verbal, or physical act or series of acts, directed at an employee or volunteer, at the work place or in the course of employment, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

Substantially interfering with the work of the employee

Creating a threatening work environment

Substantially disrupting the orderly operation of the library through conduct that a reasonable person would find hostile, offensive, and unrelated to the Library's legitimate business interests.

Emmaus Public Library encourages all employees and volunteers to report any instance of bullying behavior to their supervisors, or, if the supervisor is the subject of the complaint, to the President of the Board of Trustees. Emmaus Public Library requires any supervisor who witnesses bullying, whether or not said bullying has been reported to said supervisor, to immediately report the bullying conduct to a supervisor, or, to the President of the Board of Trustees. The Library also encourages all employees to formally report any concerns of assault, battery, or other criminal behavior to the Emmaus Police Department. While no fixed reporting period has been established, Emmaus Public Library strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Emmaus Public Library will make every effort to stop alleged workplace bullying, but can only do so with the cooperation of its employees.

Any employee or volunteer found in violation of this policy will be disciplined, up to and including immediate termination. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

### **ACKNOWLEDGEMENT OF UNDERSTANDING & RECEIPT OF ANTI-BULLYING POLICY**

**I, \_\_\_\_\_, acknowledge that I have received and read the anti-bullying policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.**

\_\_\_\_\_

Print name of Employee/Volunteer

\_\_\_\_\_

Signature of Employee/Volunteer

\_\_\_\_\_

Date