

Congregation Keneseth Israel
Policies, Practices & Guidelines

<u>Policy, Practice or Guideline:</u>	Anti-bullying Policy
<u>Source:</u>	Governance
<u>Date Adopted:</u>	November 11, 2011
<u>Date Revised:</u>	12/2022

- I. Introduction: KI will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority.
This policy applies to all employees of Congregation Keneseth Israel. It applies during normal working hours, at work related or sponsored functions and while traveling on work related business. There will be no recrimination for anyone who in good faith alleges bullying.
- II. Policy Statement: It is the policy at KI to provide all employees with a healthy and safe work environment.
- III. History:
- IV. Definition:
- a. Bullying is 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. Some examples include:
 - i. Verbal – Abusive or offensive language, Insults, teasing, unreasonable criticism, trivializing work achievements, spreading rumors and innuendos.
 - ii. Manipulating the work environment includes isolating people from normal work interactions, excessive demands, and setting impossible deadlines.
 - iii. Psychological manipulations include deliberate exclusion, excessive supervision, criticizing in public, unfairly blaming others for your mistakes, setting people up for failure, practical jokes, and belittling or disregarding opinions or suggestions.
- V. Procedure:
- a. Determine context of allegation. Context is important as there is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be demeaning. While care should be exercised, particularly if a person is

- reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let the actual bullying go unreported.
- b. Responsibility of Managers & Supervisors
 - i. Ensure that all employees are aware of the anti-bullying policy and reporting procedures.
 - ii. Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received.
 - iii. Provide leadership and role-modeling in appropriate professional behavior.
 - iv. Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred.
 - c. Responsibility of Employees
 - i. Understand the anti-bullying policy and reporting procedure.
 - ii. Report incidents of bullying to your Supervisor, a member of the Personnel Committee or any Board of Trustee member.
 - iii. When appropriate, speak to the alleged bully(ies) to object to the behavior.
 - d. Reporting
 - i. Once an employee issues a complaint, when appropriate, an investigation will be undertaken. Substantiated bullying by an employee will be considered a violation of the employee's terms of employment and is grounds for discipline up to and including termination of employment.

VI. Reference: