



# WORKPLACE BULLYING AND HARASSMENT POLICY

Sullie Grove Co. is committed to the prevention of bullying and harassment for all company employees. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

## Unacceptable Behavior

Bullying is defined as repeated use of force, coercion, threats, abuse, aggressive dominance, or intimidation. These actions have serious long-term negative effects on our employees and therefore are strictly prohibited.

Communication	Behavior
<ul style="list-style-type: none"><li>- Persistent use of insulting or offensive language</li><li>- Aggressive yelling or shouting</li><li>- Repeatedly making negative comments or rumors about a person's looks or lifestyle</li><li>- Sharing inappropriate information (including social media) about another person</li><li>- Ignoring others' opinions</li><li>- Falsely accusing someone</li></ul>	<ul style="list-style-type: none"><li>- Unwarranted physical contact</li><li>- Repeatedly making someone the subject to practical jokes</li><li>- Purposefully belittling a person from normal work activities</li><li>- Assigning unreasonable workloads</li><li>- Withholding information from another that affects their performance</li><li>- Treating someone unfairly because of the color of their skin</li></ul>

Although policy will attempt to provide examples of unacceptable behavior. Protections under this policy are not limited to these examples.

## Addressing Bullying

This policy relies on community enforcement and the individual's confidence in reporting an instance of bullying. If you experience bullying in the workplace or know of another employee who has, feel free to contact H.R. immediately.

Who to Report to...	When...	As a Result...
<b>The Offender</b>	You feel comfortable approaching the offender.	Instances of bullying can be reduced and team members can build more trust in each other.
<b>Your Supervisor</b>	Bullying occurs and you do not feel comfortable approaching the offender (or if the offender is outside our organization).	They will attempt to find a viable solution based on the occurrence and contact Human Resources with you.
<b>Human Resources</b>	Any case of bullying occurs, immediately.	They will guide you through the proper, confidential reporting procedures to seek a solution.

## Documenting Incidents

It is important to document instances of bullying. Documentation helps to establish a pattern of behavior(s) and better identify false claims of bullying.

This documentation should include:

- Dates,
- Details of the event,
- Witnesses (if applicable),
- And any results from the bullying (e.g., evidence of physical harm or emotional impact).

If you have documents containing only some of the above, do not discard them. They may still be valuable for your report.

## Disciplinary Responses

Please refer to the [Discipline Standards section](#) of this handbook.

## Questions or Concerns?

Do not hesitate to contact H.R. with any questions you may have or to learn more about identifying bullying.

**Office Phone:** 555-132-6457

**Microsoft Teams chat:** <https://join.microsoft.teams.SullieFarms.com/HR-On-Call>

**Anonymous Tip Form:** <https://EndTheBullying.SullieFarms.co>