

## 7.22 Anti-Bullying Policy

### Policy:

Licking/Knox Goodwill Industries, Inc., expressly prohibits any form of bullying against employees, customers, participants or other individuals working with or visiting the organization.

### Procedure:

“Bullying” is defined as follows: “Any actual or threatened physical, verbal, or nonverbal abuse occurring inside or outside of the organization than can create an internal atmosphere where administration/management believes the reasonable person in the community would feel intimidated or threatened to the point they would not be able to function properly.” Licking/Knox Goodwill Industries, Inc. recognizes that bullying is an act of violence, and therefore, will treat it as such (refer to Policy and Procedure 14.08, *Violence in the Workplace*.)

Employees are required to practice tolerance towards others with different beliefs, opinions, or appearance. Licking/Knox Goodwill Industries, Inc. honors each employee’s right to his/her own belief system, but will administer disciplinary action, up to and including termination, to anyone whose behavior is intolerant towards others.

Employees must be aware of the difference between playful teasing and bullying. Teasing crosses the line into bullying when: A reasonable person would be offended to the point that it would interfere with his/her ability to function properly and; the behavior continues after the “victim” objects and asks the behavior to stop.

Whenever bullying is based upon the victim’s protected class, such as race, color, religion, spiritual belief, sex, national origin, age, pregnancy, disability, socio-economic factors, military status, or any other characteristic protected by law, the behavior becomes a civil rights violation and is classified as harassment (refer to Policy and Procedure 7.15, *Harassment*.)

Three types of bullying are recognized:

1. “Verbal Bullying” is voicing hurtful or harassing things about another.
2. “Social Bullying” involves hurting another’s reputation or relationships.
3. “Physical Bullying” involves physically hurting another or their possessions.

Bullying may include a range of explicit or subtle behaviors and may occur in person or electronically (“cyber-bullying”) through the use of email or electronic social media.

Persons who feel they have experienced, witnessed, or become aware of any type of bullying must, whenever practical, tell the perpetrator to stop. If the person committing the offensive act is not told to stop, he/she may think the behavior is inoffensive to the “victim.” If the offender continues the behavior after being told to stop, the victim must report the offensive behavior to their immediate supervisor, the Director of Human Resources, or follow procedures found in Policy and Procedure 7.16, *Whistleblower*.

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Licking/Knox Goodwill Industries, Inc. requires immediate reporting of all perceived incidents of harassment (Policy & Procedure 7.15, *Harassment*.)

Licking/Knox Goodwill Industries, Inc. forbids any form of retaliation including harassment, bullying, or reprisals against persons reporting an incident of bullying or harassment. Every effort will be made to protect the complainant's identity. Management will not take any adverse action against an individual who in good faith reports bullying, or provides assistance in an investigation, regardless of whether the allegation is substantiated. However; allegations not made in good faith may result in disciplinary action.

Violations of this policy will result in disciplinary action up to, and including, termination and/or referral to appropriate law enforcement. Licking/Knox Goodwill Industries, Inc. reserves the right to take any necessary legal action to protect its employees, participants, and visitors.