

Policies



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Subject	Anti-Bullying Policy
Section	Human Resources
Approved by	Marissa Madrigal, Chief Operating Officer
Approved on	August 21, 2020
Replaces	This is a new policy

Policy Purpose: Metro is committed to creating and maintaining an environment in which each person is respected and valued. Metro will not tolerate bullying behavior in any instance.

1. This policy is applicable to all employees, elected officials, interns (paid and unpaid), and volunteers. Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.
2. Bullying is defined as continuous and systematic intentional conduct by an individual (or group of individuals) against another individual over a period of time which is designed to intimidate, threaten, demean or offend and which a reasonable person considers to be intimidating, threatening, demeaning or offensive.
 - a. Bullying may or may not be based on an individual's membership in a protected class. To the extent intimidating, threatening, demeaning or offensive conduct is undertaken due to a person's protected class, Metro's Discrimination and Harassment-Free Workplace Policy would also apply.
 - b. Bullying may include but is not limited to: persistent singling out of one person; shouting or raising one's voice at an individual in public or in private; using intimidating gestures; not allowing the person to speak or express themselves (ignoring or interrupting); using personal insults or offensive nicknames; intentional or repeated misgendering; public humiliation in any form; comments on a person's place of origin; constant criticism on matters unrelated to the person's job performance; spreading rumors or gossip regarding a person; encouraging others to disregard the person's instructions or opinions; deliberately excluding an individual or isolating them from work-related activities such as meetings or work-related gatherings. Bullying may take place in person, over the phone, video or other electronic means, and in written communication.
 - c. Bullying does not include:
 - i. Reasonable counseling, mentoring or coaching, disciplinary or job performance evaluations or actions, including constructive and fair criticism of an employee's conduct or work performance;
 - ii. Differences of opinion, non-aggressive conflicts and problems in working relations;
 - iii. A direct or assertive management style, including high workplace expectations;
 - iv. Legitimate management responses to situations that require immediate action.

3. Prohibited Conduct

- a. Any conduct which constitutes bullying is strictly prohibited by Metro. Such behavior, or tolerance of such behavior, on the part of management, violates Metro's policy and may result in disciplinary action up to and including termination.
- b. This policy applies to all conduct on any of Metro's premises, in any work-related setting outside the workplace, when using Metro-owned equipment including electronic devices, and to conduct off Metro's premises that has an effect on an employee's work environment.

4. Reporting Bullying

- a. All individuals who observe or who are aware of situations involving bullying are required to document instances of the conduct and should immediately notify their supervisor, the Human Resources Director (or their designee), or any other manager at Metro. These and any other related concerns can always be reported directly to hr.reporting@oregonmetro.gov.
- b. Any supervisor, manager, or elected official who becomes aware of an incident that may constitute bullying is required to promptly notify the Human Resources Director, or their designee. Any person unsure whether they are required to report is encouraged to contact Human Resources or the Office of Metro Attorney. These and any other related concerns can always be reported directly to hr.reporting@oregonmetro.gov.
- c. There is no time period within which a complaint must be brought forward; however, Metro encourages the immediate reporting of incidents so issues may be appropriately addressed in a timely manner.

5. Retaliation

- a. Anyone who files a complaint of bullying, participates in the investigation of a complaint, or reports or opposes such behavior should not be subject to adverse treatment as a result of such activity. In addition, any individual who is the subject of, or is aware of, a complaint must refrain from taking any retaliatory actions against the person who complained, or against others participating in the investigation.
- b. Any form of retaliation related to a bullying complaint is a violation of this policy and may result in discipline up to and including termination.
- c. Anyone who believes that they have been retaliated against for filing a complaint or otherwise participating in any investigation under this policy should immediately report the circumstances to their supervisor, Human Resources, or any other manager at Metro.

Contacts

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