

Workplace Bullying Avoidance

Salt Lake Community College strives to create a welcoming, professional, and safe workplace for employees. We value communication and conduct that is professional, respectful, and collegial. It is the position of the College to prohibit workplace bullying and behavior that does not support our values.

Workplace Bullying: Intimidating behavior that belittles, manipulates, humiliates, or threatens an employee or group of employees with the intent to cause harm. Workplace bullying may occur on a regular basis or a one-time basis that is severe in nature. Workplace bullying can occur when there is a perceived or actual power differential both internally and externally to an employee's department. Workplace bullying may occur through direct contact or through email, social media, texting, and other electronic mediums.

Behaviors that are not workplace bullying include but are not limited to the following:

- The sharing of developmental, critical, performance-related feedback
- The occasional disagreement or conflict over workplace concerns
- Differences in management/work style
- Communication challenges created by personality differences
- Professional disagreements over work processes
- Supervisors managing their area in a manner that is in line with College policies and goals

Available resources for these behaviors include the [Employee Assistance Program](#), [Professional Coaching Program](#), [Employee Relations Consultations](#), and [Staff Development](#).

Workplace bullying behaviors include but are not limited to the following:

- Intentional interference with **work** product/flow
- Belligerent communication such as yelling or name calling
- Regular condescending or belittling communication with the intent to intimidate
- Non-Violent Work Related Threats--threatening to take unwarranted action as a consequence to a behavior or action
- Regular unfounded or overly harsh criticism
- Intimidating non-verbal gestures or actions such as pounding a desk or pointing a finger in someone's face
- Deliberately excluding someone from pertinent information or events
- Non-discriminatory harassment-harassing behaviors not based on a protected class
- Assault--the threat or use of physical abuse ([Contact Department of Public Safety](#))
- Violation of College regulations relating to fair employment practices, including but not limited to, regulations prohibiting discrimination or harassment because of race, color, religion, sex, national origin, disability, or other legally impermissible behavior (Contact the [Office of Equal Employment Opportunity](#))

Report Workplace Bullying: If you believe that you or a colleague has been subject to workplace bullying, you are encouraged to report the behavior to your supervisor or next level supervisor. You may also report your concerns to Employee Relations for additional support and resources. Finally, you can anonymously report workplace bullying on the [Ethics and Compliance](#) hotline or website.

Policy: The College's Employee Conduct policy states, "Each employee is responsible for: personal and professional integrity, respect for persons, accountability, fairness and sound judgment, and mutual respect for diversity." An employee who engages in workplace bullying is not adhering to this policy and may be subject to Corrective Action.

Resources and Contact Information

- **Employee Relations**
 - Brandi.Mair@slcc.edu 801-657-4652
 - Margaret.Vail@slcc.edu 801-957-3784

- **Equal Employment Opportunity**
 - [EEO Intake Form](#)
 - David.Jensen@slcc.edu 801-957-4561

- **Employee Assistance Program**
 - Counseling, Work-Life Services, Online Resources, Worksite Support
 - www.MyRBH.com Access code: Salt Lake Community College
 - 866-750-1327

- **Ethics and Compliance Hotline Reporting:** 866-873-0614
 - [Ethics & Compliance Hotline](#)

- **Public Safety**
 - EMERGENCY NUMBER 911
 - FOR LIFE-THREATENING MEDICAL EMERGENCIES OR FIRE CALL 911 IMMEDIATELY TO GET ASSISTANCE
 - **Non-Emergency Police Numbers:**

Taylorsville Redwood Campus, South City Campus, Jordan Campus, Meadowbrook Campus 801-957-3800 Utah Department of Public Safety (Highway Patrol)

Larry H. Miller Campus 801-799-3000 Sandy City Police Department

Airport Center 801-575-2405 International Airport Police Department

Library Square Campus, Westpointe Campus, Community Writing Center 801-799-3000 Salt Lake City Police Department

West Valley Center 801-840-4000 West Valley Police Department

SLCC Director of Public Safety 801-957-4571- Shane Crabtree

- **Center for Health & Counseling**
 - Call 801-957-4268 to schedule a medical, counseling, or massage appointment
 - [Resources](#)