



## **BEGINNINGS AND BEYOND HARASSMENT & ANTI-BULLYING POLICY**

Beginnings and Beyond considers workplace bullying and/or harassment unacceptable and will not tolerate it under any circumstances. All staff have a right to work in an environment free from harassment or bullying, and to be treated with dignity and respect. This policy shall apply to all employees. Any employee found in violation of this policy will be subjected to corrective action, up to and including immediate termination.

### **BULLYING AND HARASSMENT**

Beginnings and Beyond defines bullying and/or harassment as behavior directed towards a person, or group of people, that harms, intimidates, threatens, victimizes, offends, degrades, humiliates or undermines one's dignity, including by electronic means such as emails, texts, social media networks, etc. Such behaviors are considered to be harassment/bullying regardless if it occurs as a single incident or a series of incidents. The creation of a hostile work environment shall also be deemed a form of harassment. A hostile work environment is demonstrated by the severe and persuasive conduct that permeates the work environment and interferes with an employee's ability to perform his or her job.

The following actions/behaviors shall be deemed as forms of harassment or bullying:

- Persistent singling out of one individual or group of individuals
- Intentional ignoring or interrupting of another individual
- Personal insults or offensive names
- Public humiliation in any form
- Spreading rumors or gossip regarding another individual
- Deliberately excluding an individual or isolating him or her from or during work-related activities
- Direct or subtle threats
- Repeated behavior which a person has previously objected to
- Staring, glaring or other nonverbal demonstrations of hostility
- Physical aggression including invasion of personal space

### **EMPLOYEE RESPONSIBILITIES**

It is the responsibility to each Beginnings and Beyond employee ensure they are contributing to a productive work environment. If any employee is aware of any harassment or bullying occurring while at the work place or actions of another staff member that is harassing or bullying towards another staff member while outside of work that interferes with the work place, they must report it to the administration immediately.

### **PENALTIES / RECOURSE**

If the administration is informed of any situation in which an employee is being harassed or bullied, an investigation into such behavior will begin. If the investigation finds that an employee/volunteer of Beginnings and Beyond has broken any part of this policy, said employee is subject to corrective action, including but not limited to, a verbal warning, written warning, or immediate termination. Such corrective action is left to the discretion of the owner, Danielle Harrison.

***By signing below, I acknowledge that I have read the above Social Media Policy and intend to abide by the above mention guidelines. I am aware that if I fail to abide by said guidelines I may face corrective action, including possible termination.***

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_