

RESOLUTION ADOPTING FOR USE THE ASHTABULA COUNTY COMMISSIONERS' WORKPLACE BULLYING POLICY SECTION 12.5, FOR INCLUSION IN THE ASHTABULA COUNTY PERSONNEL POLICY MANUAL

WHEREAS, the Board of Commissioners desire to add a Workplace Bullying Policy to the Ashtabula County Personnel Policy Manual; and

WHEREAS, the purpose of this policy is to communicate to all employees, including without limitation supervisors, managers and executives, that Ashtabula County will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination; and

WHEREAS, the policy is more fully defined as attached; now

NOW, THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Workplace Bullying Policy Section 12.5 be added to the Ashtabula County Personnel Policy Manual and is hereby adopted for use by the Ashtabula County Board of Commissioners and all departments that follow the Ashtabula County Personnel Policy.

BE IT FURTHER RESOLVED, that said policy will be distributed to all county departments who follow the Ashtabula County Personnel Policy Manual.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2024-336

July 09, 2024

**RESOLUTION ADOPTING FOR USE THE ASHTABULA COUNTY
COMMISSIONERS' WORKPLACE BULLYING POLICY SECTION 12.5, FOR
INCLUSION IN THE ASHTABULA COUNTY PERSONNEL POLICY MANUAL**

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

VOTE:

**Kathryn L. Whittington
J.P. Ducro IV
Casey R. Kozlowski**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

Ashtabula County Workplace Bullying Policy Section 12.5

Objective

The purpose of this policy is to communicate to all employees, including without limitation supervisors, managers and executives, that Ashtabula County will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Definition

Ashtabula County defines bullying as severe or pervasive mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates Ashtabula County's expectation, that all employees will be treated with dignity and respect.

Examples

For purposes of illustration, and without limitation, Ashtabula County considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening or demeaning messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

By way of illustration, and not limitation, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating words or gestures.

- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Unwarranted or unnecessary public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that have not been documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying must report allegations or bullying to their supervisor or to Human Resources before the conduct becomes severe or pervasive. Employees are required to report any bullying conduct they experience at the earliest opportunity to allow time to take appropriate action.