



Success. It's In Our Nature.

Policy Name: Anti-Bullying

Policy Number: None

Functional Area(s) Responsible: Human Resources

Owner(s) of Policy: Human Resources

Most Recent BOT Approval Date: October 1, 2025

Most Recent Review Date: September 3, 2025

Most Recent Review/Revision Type: ☒ none ☐ minor/non-substantive ☐ substantive/extensive

Policy Statement:

FLCC values the health, dignity, and well-being of all, and therefore will not condone any form of bullying.

Reason(s) for Policy:

FLCC is committed to fostering a workplace where everyone feels valued and safe. The College encourages members to report bullying incidents without fear of retaliation, educates employees on the importance of a respectful workplace, and holds anyone who has engaged in bullying behavior accountable. The College can achieve a positive and supportive culture only when everyone has the opportunity to thrive.

Applicability of Policy:

This policy applies to employees at all levels, individuals doing business with the College, and visitors using campus facilities, whether in person or virtually.

Definitions:

Bullying includes actions that create or contribute to an undesirable work environment through repeated threats, intimidation, degradation, humiliation, or abuse, whether verbal, nonverbal, in-person, or online. Bullying actions have the real or potential effect of unreasonably interfering with an individual's performance or mental, emotional, or physical well-being.

Complaints of harassment based upon a protected class, such as race, color, religion, sex, national origin, age, disability, or any other characteristics protected by law do not fall under this policy. Incidents shall be reported in accordance with FLCC's policies, even if the alleged act was not intended to cause harm.

Intent vs. Impact

Bullying is assessed based on both impact and the intent behind the behavior. Intent refers to the motivations of the bully to exert power, control, or to cause harm. Intent may also be ambiguous or unintentional such as telling a joke not realizing that it may cause harm.

Impact refers to the effect that the bully's actions have on others, which may include emotional, psychological, and physical impact. The level of impact may be severe or long-lasting on the self-esteem, mental health, and well-being of others.

Bullying includes but is not limited to:

Intimidation: Instilling fear or a sense of inferiority in another person

Exclusion: Excluding or disregarding a person in work-related activities without a valid work-related reason

Humiliation: Belittling or demeaning others through ridicule or spiteful remarks

Verbal Bullying: Name-calling, teasing, slurs, spreading rumors or making offensive jokes that are not based upon a protected class, such as race, color, religion, sex, national origin, age, disability, or any other characteristics protected by law

Cyberbullying: Sending intimidating or humiliating messages through text, e-mail, or social media. It may also include insistent, disruptive communication (e.g., multiple text messages, emails, intrusive outreach etc.) that affects job performance.

Work Assignments: Supervisor unreasonably overloads employees with work with the intent to cause stress and/or failure.

Withhold Information: Supervisor intentionally withholds critical information with the intent of causing failure.

Exclusion from Opportunities: Supervisor excludes employee from meetings, training, and/or professional development opportunities relevant to their job duties.

Excessive Monitoring: Supervisor excessively monitors work and scrutinizes every detail to illicit fear and insecurity.

What Does Not Constitute Bullying

Not all negative interactions or conflicts at work are considered bullying. Here are some examples of behaviors that do not constitute bullying:

Constructive feedback: Providing feedback or criticism intended to improve performance is not bullying if done respectfully.

Differences of Opinion: Having a different viewpoint or disagreeing with someone is not bullying.

Disciplinary Actions: Imposing disciplinary actions in line with policies and for legitimate reasons.

Performance Management: Setting professional goals and expectations and holding employees accountable.

Workload Management: Assigning workloads based upon roles and responsibilities.

Enforcing Policies: Applying policies consistently and fairly to all employees.

Related Documents:

FLCC Values: Perseverance, Interconnectedness, Inquiry, and Vitality

FLCC Non-Discrimination Policy

FLCC Workplace Violence Prevention and Response Policy

FLCC Title IX Grievance Policy

FLCC Student Code of Conduct

Procedures:

Submission of Report

Complaints may be reported on the FLCC Incident Reporting Form, available via Human Resources and the Employee Portal's "Report a Concern" link.

Response to Report

Information will be shared only to the extent necessary for Human Resources or its designee to investigate the specific details of the complaint.

Human Resources or its designee shall investigate each complaint to determine if a reasonable person would find the behavior meets the above definition of bullying. Employees participating in the investigation may bring a support person to interviews conducted by Human Resources or its designee. The support person may be a union

representative, trusted colleague, etc. The support person shall not be allowed to answer questions or otherwise intervene on behalf of the investigation's participants.

Upon completion of the investigation, the reporter and respondent will be notified of the outcome in writing. The reporter and/or respondent may appeal the results of the investigation in writing to the Chief Human Resources Officer or a designee, or the president of the College if the Chief Human Resources Officer or a designee is a party in the complaint. Upon conclusion of the review of the appeal, the appellant will receive written notice of the decision.

Disciplinary Action for Bullying

Performance correction measures shall be issued in accordance with the appropriate collective bargaining agreement and applicable College policies and procedures.

Retaliation

Retaliation against anyone who reports bullying or participates in an investigation is prohibited. Retaliation includes any adverse action taken against an individual for reporting bullying or cooperating with an investigation. FLCC is committed to protecting the rights of individuals who report bullying without fear of retaliation. Participants subjected to retaliation shall file a report with the College in accordance with this policy. Participants found responsible for retaliation shall face disciplinary action.

Forms/Online Processes:

None

Appendix:

None