

# PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Workplace Bullying and Violence (Previously Harassment)  
**POLICY NUMBER:** 2215  
**Originally Adopted:** October 2001  
**Revised:** April 2017, September 2022  
**Reviewed:** September 27, 2022

**2215.10** Port San Luis Harbor District is proud of its tradition of a collegial work environment in which all individuals are treated with respect and dignity. All District employees have the right to a professional and safe work environment. The District is committed to maintaining a workplace free from bullying, intimidation and violence.

**2215.20** Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults. It can affect and involve employees, vendors, customers, and visitors.

**2215.21** Claims of workplace bullying or violence will be investigated and remedied promptly.

**2215.22** Disciplinary action up to and including termination may be instituted for an employee's behavior that conflicts with expectations as described in the definition of bullying, abusive conduct and retaliation set forth in this policy.

**2215.23** An employee may be subject to discipline for engaging in bullying or abusive conduct that is not covered by the definition of harassment under the law, but, if repeated or allowed to continue, may fall under that definition.

**2215.30** Bullying: Bullying behavior violates this Policy and, in some cases may constitute misconduct that violates Federal and State laws. When evaluating complaints of hostile, offensive, or abusive conduct, the District will consider both current legal standards and District Policy.

Bullying is defined as malicious, unwelcome and/or pervasive mistreatment of others that harms, intimidates, offends, degrades or humiliates, whether verbal, physical or otherwise, and interferes with an individual's ability to do their job. Behaviors constituting workplace bullying include, but are not limited to:

- Shouting or raising one's voice at another person
- Using obscene or intimidating gestures
- Personal insults and derogatory remarks
- Public humiliation
- Glaring or other nonverbal demonstrations of hostility
- Ignoring or interrupting another person
- Socially or physically excluding or disregarding a person in work-related activities
- Spreading rumors and gossip
- Exclusion or social isolation

- Sabotage of an employee's work product

**2215.40** Violence: Any act or threat of physical aggression or other disruptive behavior intended to injure or intimidate another person or damage property. Violence includes but is not limited to:

- Hitting
- Shoving
- Poking
- Pushing
- Kicking
- Shaking fists
- Making intimidating gestures
- Destroying property
- Throwing objects

**2215.50** Weapon: Any object, instrument or device designed or used to inflict bodily harm or physical damage.

**2215.60** It is the responsibility of every District employee to conduct themselves in a manner that does not mistreat, intimidate, threaten, bully, coerce, abuse, or assault another employee, customer, or individual engaged in a business relationship with the District (e.g., vendor, contractor, consultant).

**2215.61** Employees shall treat fellow employees and others (e.g., customers, contractors, vendors) in a respectful manner. Behavior that can be characterized as bullying, abusive, intimidating or offensive shall not be tolerated.

**2215.62** Employees shall not engage in violent conduct or make threats of violence, implied or direct, in the workplace, at a work site, or within the context of District employment.

**2215.63** No person shall have in their possession an unauthorized weapon while on District property, including in a District vehicle.

**2215.64** The District has zero tolerance for any retaliation or retaliatory actions taken against anyone reporting behaviors in violation of this policy.

**2215.70** Reporting Incidents: An employee who believes that they are the recipient or workplace bullying or violence, or who is aware of or suspects the occurrence of workplace bullying or violence, shall report such behavior to their supervisor, department head, Human Resources, the Harbor Director, or the President of the Board of Commissioners. Each complaint will be investigated quickly and confidentially to determine whether a policy violation has occurred.

**2215.80** Policy Violation: If, as a result of an investigation, a determination is made that a policy violation has occurred, appropriate disciplinary and/or corrective action will be implemented. An employee will be disciplined according to the nature and severity of the offense. The range of disciplinary action extends from verbal reprimand to termination of employment, depending on the specific circumstances. In the event a non-employee violates this policy, appropriate District response may include, but is not limited to, barring the individual from District facilities and/or legal action.