

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

| | | |
|---------------|------------------|-----------------|
| <u>NUMBER</u> | <u>REVISED</u> | <u>REVIEWED</u> |
| 368 | 09/25/17 | 09/28/20 |
| | <u>EFFECTIVE</u> | <u>PAGES</u> |
| | 09/22/14 | 3 |

SUBJECT: ANTI-BULLYING

CATEGORY: HUMAN RESOURCES

Policy

The Idaho Department of Juvenile Corrections (IDJC) is committed to providing a work environment where employees are treated respectfully, creating the freedom to focus on getting work done. The IDJC considers workplace bullying unacceptable and will not tolerate it under any circumstances.

This policy provides a working definition of behaviors that may be considered as bullying and a process for individuals who feel they have been bullied or have witnessed bullying to report the incidents in order to address and/or prevent bullying in the workplace. There will be no actions taken against anyone who in good faith alleges bullying.

It is therefore the policy of the IDJC that all employees have a right to work in an environment free from bullying behavior. Contract service providers, interns, and volunteers working in IDJC facilities are expected to conduct themselves according to these same standards.

Operating Procedures

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior.

- I. Scope
 - A. This policy applies to all employees of IDJC at all levels in the organization, as well as to non-employees who have contact with employees during working hours. The IDJC prohibits any form of bullying and will take immediate and appropriate action to prevent and to correct behavior that violates this policy.
 - B. All employees are expected to treat co-workers, juveniles, and visitors with courtesy, respect, and dignity.
 - C. Employees are encouraged to bring forward concerns related to this policy.

- D. Bullying by non-employees (suppliers, independent contractors, customers, or juveniles) is of equal concern and all possible corrective action will be taken.

II. Prohibited Behavior

Some examples of bullying behavior include, **but are not limited to:**

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor or innuendo
- Malicious gossip
- Targeting others for practical jokes
- Criticizing in public

III. Process

A. Employees

1. An employee who believes they have been bullied on the basis of the behaviors prohibited by this policy may inform others when their behavior is offensive and unwelcome and ask the person to stop. (Note: Employees are encouraged, but in no way required, to inform others when their conduct is offensive.)
2. Any employee who has a complaint of bullying or who has witnessed bullying should report the alleged incident to their supervisor, duty officer, manager, Division Administrator, or Human Resources.

B. Supervisors

A supervisor or manager who is made aware of an alleged incident of bullying under this policy will notify the supervisor(s) of the complaining employee and the alleged bully. The supervisor(s) of those employees, where appropriate, shall bring the matter to proper resolution by conducting fact-finding and/or meeting individually with the complaining employee(s), the alleged bully or bullies, and any witnesses to determine whether a violation of this policy has occurred and take appropriate action.

IV. Victim and Witness Intimidation

Any type of adverse action taken against a complaining employee, witness, or anyone involved in a complaint in an attempt to intimidate them is a violation of this policy.

V. Violation of Policy

Appropriate corrective or disciplinary action, up to and including dismissal, may be taken whenever this policy is violated. The severity and extent of the discipline will be determined by the totality of the factors and circumstances of the individual situation on a case-by-case basis.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): None

Related Policies: [Corrective and Disciplinary Action for IDJC Employees](#) (325)
[Harassment and Discrimination](#) (307)
[Ethics and Standards of Conduct](#) (324)

Related Forms: None