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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Workplace Bullying  
**POLICY NUMBER:** 7275

**7275.1** The goal of the Butte County Mosquito and Vector Control District (District) is to provide a safe and healthy work environment for all of its employees, consultants, and contractors.

**7275.2** The District has zero tolerance for any acts of workplace bullying and considers workplace bullying unacceptable and will not tolerate it under any circumstances.

**7275.3** The District has developed procedures to allow complaints of bullying to be dealt with and resolved within the District, without limiting any person’s entitlement to pursue resolution of their complaint with the relevant statutory authority. The District is committed to the elimination of all forms of bullying.

**7275.4** This policy applies to all employees of the District. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations (retaliation) for anyone who in good faith alleges bullying.

**7275.5 Context:** Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

**7275.6 Definitions:** 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 (see “mobbing” below). Some examples of bullying behavior includes, but are not limited to:

**7275.6.1 Verbal communication**

**7275.6.1.1** Abusive and offensive language

**7275.6.1.2** Insult(s)

**7275.6.1.3** Unacceptable or excessive teasing

**7275.6.1.4** Spreading a rumor(s) or innuendo(s)

**7275.6.1.5** Unreasonable criticism(s)

**7275.6.1.6** Trivializing of work and achievements

**7275.6.2 Manipulating the work environment**

**7275.6.2.1** Isolating people from normal work interaction

**7275.6.2.2** Excessive demands

**7275.6.2.3** Setting impossible deadlines

**7275.6.3 Psychological manipulation**

**7275.6.3.1** Unfairly blaming for mistakes

**7275.6.3.2** Setting people up for failure

**7275.6.3.3** Deliberate exclusion

**7275.6.3.4** Excessive supervision

**7275.6.3.5** Practical jokes

**7275.6.3.6** Belittling or disregarding opinions or suggestions

**7275.6.3.7** Criticizing in public

**7275.6.4 Mobbing**

**7275.6.4.1** Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

**7275.7** Workplace bullying is unacceptable behavior as it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

**7275.8 Responsibilities:**

**7275.8.1 Managers and supervisors**

**7275.8.1.1** Ensure that all employees are aware of the District's anti-bullying policy and procedures.

**7275.8.1.2** Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received.

**7275.8.1.3** Provide leadership and role-modeling in appropriate professional behavior.

**7275.8.1.4** Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred.

**7275.8.2 Employees**

**7275.8.2.1** Be familiar with and follow this policy.

**7275.8.2.2** Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor, or with any member of management.

**7275.8.2.3** If bullying is witnessed (third party/indirect), report incidents to a supervisor, or any member of management.

**7275.8.2.4** Where appropriate, speak to the alleged bully(ies) to object to the behavior.

**7275.9** Any District employee found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal, pursuant to Policy 7260, and, if appropriate, shall be prosecuted to the full extent of the law.

**7275.10** No employee (either as a victim or a third party witness) shall be retaliated against in his/her employment for reporting workplace bullying.

**7275.11** Employees, District hired consultants, and contractors are encouraged to report any breach of this policy immediately to the District Manager, Assistant Manager, or Regional Supervisor.

**7275.12** Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to adhere to and abide by the District's Workplace Bullying policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here