I. OBJECTIVE

The purpose of this policy is to communicate to all employees, including supervisors, attorneys, investigators, staff, and advocates, that this office will not tolerate bullying behavior. Conduct, either during or outside duty hours, which violates this policy shall be considered good cause for discipline.

II. DEFINITION

Monterey County District Attorney’s Office defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that may include threatening, humiliating or intimidating behaviors or verbal abuse.

Types:

- **Verbal bullying.** Slander, 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. Examples of behavior that may contribute to a finding of verbal bullying:
  - Persistent singling out of one person.
  - Personal insults and use of offensive nicknames.
  - Public humiliation in any form.
  - Constant criticism on matters unrelated or minimally related to the person’s job performance or description.
  - Repeatedly accusing someone of errors that cannot be documented.
  - Spreading rumors and gossip regarding individuals.
  - Degrading or damaging another’s reputation.
  - Encouraging others to disregard a supervisor’s instructions.

- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property; unwanted physical contact; physical abuse or threats of abuse to an individual or an individual’s property.

- **Gesture bullying.** Non-verbal gestures that can convey threatening messages, including obscene gestures.

- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.
Such behavior violates this office’s Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

Individuals who feel they have experienced bullying should immediately report this to their supervisor. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow this office to take appropriate action.