

Sample Workplace Bullying Policy

This Workplace Bullying Policy serves as a foundational framework to guide clubs in creating a safe and respectful work environment. However, it is crucial to recognize that each club has its own unique culture and operational dynamics. Therefore, no policy template should be adopted without a comprehensive review by the individual responsible for policy development. Tailoring this policy to align with the specific circumstances and needs of the club will ensure its effectiveness in preventing and addressing workplace bullying.

[Club Name] Workplace Bullying Policy

Purpose

[Club Name] is committed to providing a safe, respectful, and supportive work environment where all employees, coaches, volunteers, and athletes are treated with dignity. Workplace bullying will not be tolerated, and this policy outlines the club's approach to preventing and addressing bullying.

Scope

This policy applies to all employees, coaches, volunteers, athletes, and any other individuals associated with [Club Name]. It covers behaviors occurring in the workplace, during club activities, at competitions, and in any other club-related environments.

Definition of Bullying

Workplace bullying is any repeated, unreasonable behavior directed towards an individual or group that creates a risk to health and safety. It includes, but is not limited to:

- Verbal abuse, such as yelling, insults, or offensive language
- Unjustified criticism or blame
- Social exclusion or isolation
- Intimidation or threats
- Spreading harmful rumors or gossip
- Deliberately undermining someone's work or contributions
- Excessive monitoring or micro-managing
- Any conduct that demeans or humiliates

Examples of Bullying

- A coach constantly ridiculing or belittling another coach in front of the team.
- A supervisor repeatedly excluding a staff member from important meetings or information.
- Volunteers engaging in offensive joking or making derogatory comments about a colleague's performance.
- A staff member engaging parents or athletes in gossip about another staff member or coach.

Reporting Procedure

Any individual who believes they are being bullied or witnesses bullying should promptly report the incident to their supervisor, the Human Resources department, or the designated club official. (Be sure to customize the party responsible for taking reports to suit your club's structure.) Reports can be made in writing or verbally and will be handled confidentially to the extent possible.

Recognizing that each club is unique, it is important to adapt the reporting process to reflect your club's specific needs and characteristics. This ensures that the procedure is effective and accessible for all employees.

Investigation Process

Once a report is received, the club will:

1. Conduct a timely and impartial investigation.
2. Gather relevant information, including interviewing the parties involved and witnesses.
3. Take appropriate action based on the findings of the investigation.

Consequences of Bullying

If workplace bullying is confirmed, corrective actions may include:

- Verbal or written warnings
- Required participation in conflict resolution or training programs
- Suspension or termination of employment or volunteer roles
- Any other action deemed necessary by club leadership

Retaliation Prohibited

Retaliation against any individual who reports bullying or participates in an investigation is strictly prohibited. Any act of retaliation will be subject to disciplinary action.

Prevention and Training

[Club Name] is committed to preventing workplace bullying by providing annual training on appropriate workplace behavior and conflict resolution. All staff members are encouraged to engage in open communication to foster a positive work environment.

Policy Review

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of the club.