

RESOLUTION NO. 2022-47

ADOPTING SECTIONS 200.05 "ANTI-BULLYING AND PREVENTION OF ABUSIVE CONDUCT" AND 600.12 "LACTATION POLICY" OF THE PERSONNEL POLICIES OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that it would be beneficial to the Authority and its employees to add two provisions to the Personnel Policies; and

WHEREAS, Section 200.05 "Anti-bullying and Prevention of Abusive Conduct" and Section 600.12 "Lactation Policy" should be added to the Personnel Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Section 200.05 "Anti-Bullying and Prevention of Abusive Conduct" is hereby adopted to read as specified in Attachment A hereto.


Section 2. That Section 600.12 "Lactation Policy" is hereby adopted to read as specified in Attachment B hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.


Attachment: A. Section 200.05 "Anti-Bullying and Prevention of Abusive Conduct"  
B. Section 600.12 "Lactation Policy"

Adopted: May 24, 2022



\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary-Treasurer

# ATTACHMENT A TO RESOLUTION

## **Personnel Policy 200.05: Anti-Bullying and Prevention of Abusive Conduct**

### ***Purpose***

The Greater Cleveland Regional Transit Authority ("GCRTA") believes that its employees should enjoy a workplace that supports each employee's growth and professional development. GCRTA is committed to providing a workplace that is free of bullying and abusive conduct. We must treat employees, customers and others with whom we deal with civility, dignity and respect. Bullying and abusive conduct are unacceptable behaviors that can cause psychological and physical harm and can increase absenteeism, employee turnover and increased medical and workers' compensation costs.

### ***Definition***

GCRTA defines bullying as repeated mistreatment of one or more people by one or more individuals. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Depending on the circumstances, a single act that is especially severe and egregious may be considered bullying.

### ***Policy***

GCRTA employees at all levels must behave in a professional and civil manner towards each other, customers and members of the public. Everyone has the right to work in an environment free from bullying and abusive conduct. Bullying or abusive conduct will not be tolerated.

It is the responsibility of all employees to ensure that their work behavior and performance are consistent with this policy. Managers have an additional responsibility to create a safe working environment free from bullying and abusive conduct. Managers must take steps to prevent such unacceptable behavior and to take prompt action when such behavior has occurred.

All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow GCRTA to take appropriate action. Any employee who believes they have been bullied in violation of this policy should report the conduct immediately to their supervisor; or, if that person is responsible for the behavior, to the Human Resources Division. The employee always has the option of reporting the conduct directly to the Human Resources Division if they prefer.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation. Any employee of GCRTA who has been found, after investigation, to have bullied another employee in violation of this policy will be subject to a required apology, counseling, training and/or disciplinary action up to and including termination. Retaliation against the individual reporting the bullying behavior is expressly prohibited.

### ***Examples***

GCRTA considers the following types of behavior examples of bullying

- **Verbal bullying.** Slandering, 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; lying.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages. Slashing motion across the throat or pointing a hand symbolizing a gun to a person are considered gesture bullying.

Examples of bullying and abusive conduct include, but are not limited to:

- verbal abuse, insults, threats
- teasing or regularly making someone the brunt of pranks/practical jokes
- sarcasm and other demeaning language
- exclusion of a person from workplace activities
- work sabotage and tampering with someone's personal effects
- gossip and false malicious rumors
- coercion, intimidation and misuse of power
- demeaning, intimidating, threatening or physically or emotionally violent behaviors

## ATTACHMENT B TO RESOLUTION

### Personnel Policy Section 600.12:

#### **Lactation Policy**

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Authority provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by the Human Resources Occupational Health Section.

The General Manager, Chief Executive Officer may establish procedures to implement this policy.



TITLE/DESCRIPTION:  ADOPTING SECTIONS 200.05 "ANTI-BULLYING AND PREVENTION OF ABUSIVE CONDUCT" AND 600.12 "LACTATION POLICY" OF THE PERSONNEL POLICIES OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2022-47
	Date: May 19, 2022
	Initiator: Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will adopt Sections 200.05 "Anti-Bullying and Prevention of Abusive Conduct" and 600.12 "Lactation Policy" of the Personnel Policies of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is now undergoing a comprehensive review and update so that the Code will conform to the current structure and operations of the Authority. In the course of reviewing the Code, it was determined that adding two policies to the Personnel Policies would be beneficial to the Authority. The anti-bullying policy addresses conduct that does not fall within the scope of the Authority's existing anti-harassment policies. The lactation policy formalizes the Authority's practice of accommodating lactation requests.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will approve two personnel policies that will be of benefit to the Authority and its employees.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the Authority's Personnel Policies not fully and formally including anti-bullying and lactation policies.
- 8.0 RECOMMENDATION: This resolution was discussed at the May 10, 2022 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

General Manager, Chief Executive Officer