Meeting Notes/Discussion from Bullying Committee Meeting 2-24-09

The recommendations from the consultants who reviewed the bullying survey were reviewed during our bullying committee meeting. The final recommendations are as follows:

- Develop, articulate, and assess core values
  Core Values are being addressed and evaluated by the Great Places to Work Committee and Subgroups.

- Develop code of conduct
  There already is a Board Policy on the code of conduct. It is apparent that this code is not adhered to.

- Revise the Work Place Environment Policy
  There are many recommendations from the consultants that will fall under the Work Place Environment Policy

- Clarify the scope of responsibilities for each unit; clarify issues addressed by each policy; make this information accessible

- Develop a coordinating mechanism for all complaints
  The main issue with the Workplace Environment Policy is that when complaints are filed they are not carried through and there is not a formal follow up to inform the person who filed the complaint it is being taken care of.

  There needs to be communication to the person filing the complaint that the complaint has been addressed, preferably within the first 10 days of filing the complaint. There was discussion that HR should get a copy of initial complaint that is filed so they can ensure the complaint if followed through within the appropriate time period.

  There is a 10 day period for the supervisor to address the complaint. After initial 10 days there should be another 10 day time period for the complaint to be filed at the next level.

  If the complaint is not addressed within the first 10 day period or the subsequent 10 day period what will be the consequence? This will be discussed further at the next bullying committee.

- Develop an informal network of thoroughly trained peer advisors
  The Workplace Environment Policy will incorporate a bargaining unit representative that will be a trained and trusted advocate for employees in that bargaining unit to voice their complaint to. The advocate will be able to instruct the employee with the proper steps to take with his/her complaint keeping all information confidential.

- Develop an anonymous reporting system for harassment and bullying complaints
  There could be some sort of password that is made by the person filing the complaint. The concern with this is that people might just start complaining about an employee because they do not like

  Other discussion included using the bargaining unit advocates as the anonymous reporting point of contact. After the GPTW task force meeting it was also discussed that there already is a grievance officer in place so they could possibly become the trusted advocate.