

Anti-Bullying Policy

This policy reaffirms Corvallis Radiology's ("CRAD") commitment to provide a work environment that reflects the highest level of ethical, respectful, and lawful conduct. Bullying is prohibited.

Bullying is defined as repeated abusive behavior, either direct or indirect, whether verbal, physical, or psychological, conducted by one or more persons against another person or persons, which negatively affects the bullied party's ability to do their job or interact with coworkers, patients, visitors, and/or other associates.

Bullying may be intentional or unintentional: an employee may engage in bullying even if he or she does not "intend to bully." The following is a non-exclusive list of examples of conduct which may be a part of a pattern of bullying:

- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name-calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage or deliberately interfering or tampering with someone's personal effects or work equipment including phone, computer, email, Internet, software.
- Non-verbal threatening gestures or glances.
- Socially or physically excluding or disregarding a person in work-related activities
- Persistent singling out of one person.
- Shouting or the raising of voice at an individual in public and/or in private.
- Public humiliation.
- Repeated criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring/interrupting an individual at meetings.
- Repeatedly accusing someone of undocumented errors.
- Spreading rumors or negative gossip about individuals.
- Manipulating the ability of someone to do their work (e.g., knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information).
- Assigning menial or demeaning tasks not in keeping with the normal responsibilities of the job.

CRAD encourages any employee who believes that they have been or are being subjected to bullying to report the incident(s) promptly to the Administrator, the Board President, Professionalism Committee or CRAD's Human Resource designee for investigation. All employees, managers, and partners have an obligation to cooperate with any investigation. Violation of this policy may result in disciplinary action, up to and including termination of employment. Any manager, supervisor, or partner who is aware of any possible violation of this policy and fails to take corrective action or notify the Administrator, the Board President, Professionalism Committee or CRAD's Human Resource designee may be subject to disciplinary action, up to and including termination.