

CITY OF NEVADA ADMINISTRATIVE POLICY

Policy Number: 91426	Subject: Workplace Bullying & Respectful Workplace
Approved By: Jordan Cook	Date: September 14, 2026
	Amended Date:

PURPOSE:

The City of Nevada is committed to maintaining a professional workplace in which employees and volunteers are treated with dignity and respect. Workplace bullying and abusive conduct by supervisors, managers, City leadership, employees, and/or volunteers will not be tolerated.

This policy supplements the City's Employee & Volunteer Handbook and is intended to address workplace bullying that may not otherwise constitute unlawful harassment, discrimination, workplace violence, or another specific violation of the Handbook.

WORKPLACE BULLYING:

Workplace bullying is repeated or severe unreasonable conduct directed toward an employee or volunteer that a reasonable person would consider intimidating, humiliating, degrading, abusive, or intended to substantially undermine the individual's ability to perform their work.

Bullying generally involves a pattern of behavior rather than an isolated disagreement, personality conflict, misunderstanding, or instance of discourteous conduct. Bullying may be verbal, written, electronic, physical, or nonverbal.

Examples may include:

- Repeated personal attacks, ridicule, belittling, humiliation, or abusive conduct;
- Knowingly spreading false or malicious information intended to discredit or undermine another individual;
- Deliberately interfering with, sabotaging, or undermining another person's work;
- Intentionally withholding information or resources necessary for an individual to perform assigned duties;
- Deliberately excluding an individual from necessary workplace communications, meetings, or activities for the purpose of isolating or undermining the individual;
- Using one's position or authority to intimidate, humiliate, or personally target another individual; or
- Engaging in a repeated pattern of hostile, abrasive, or intimidating conduct that serves no legitimate business purpose and that a reasonable person would consider abusive or degrading.

LEGITIMATE WORKPLACE ACTIONS:

Reasonable management and supervisory actions undertaken in good faith do not constitute workplace bullying. This includes assigning and directing work; establishing performance expectations, deadlines, schedules, and priorities; providing constructive criticism or

performance feedback; conducting evaluations; investigating workplace concerns; enforcing City policies and procedures; changing duties or work processes for legitimate operational reasons; and taking appropriate corrective or disciplinary action.

A workplace decision or interaction does not constitute bullying solely because an employee disagrees with it, considers it unfair, is dissatisfied with the outcome, or experiences discomfort as a result.

Likewise, ordinary workplace disagreements, differences in communication styles, personality conflicts, and isolated instances of impatience or discourtesy generally do not constitute workplace bullying.

Nothing in this section permits legitimate supervisory authority to be used for the purpose of intimidating, humiliating, retaliating against, or personally targeting another individual.

REPORTING AND RESPONSE:

An employee or volunteer who believes they have experienced workplace bullying, or who becomes aware of bullying involving another City employee or volunteer, should promptly report the concern to their supervisor, department head, or City Administrator. An individual is not required to report a concern to a person who is the subject of the complaint.

The City will review reported concerns and take appropriate action based upon the circumstances. Conduct that also falls within another provision of the Employee & Volunteer Handbook may be addressed under the applicable Handbook policy or procedure.

Violations of this policy may result in corrective or disciplinary action, up to and including termination, in accordance with the City's Employee & Volunteer Handbook.

Adopted: _____

Effective Date: _____