



# PSC Anti-Bullying Committee Report

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Prepared for L-M Meeting  
November 21, 2022



**During National Bullying Prevention month, the University and the PSC reaffirm our commitment to a workplace that recognizes the dignity and worth of every person.**

Respect for every person's worth is fundamental to a university, particularly to CUNY, which was founded on principles of inclusion. On behalf of the University and the PSC, we remain resolute in our commitment to a workplace that respects all employees, honors the dignity of all students, faculty and staff, and does not tolerate discrimination or harassment. To further support our shared commitment to a dignified, respectful workplace, the University and the PSC have agreed to develop a joint campaign regarding bullying in the workplace.

# Community Norms And Practices

Respect for every person's worth is fundamental - to a university, and particularly to CUNY, which was founded on principles of inclusion. We commit ourselves to nurture a work environment that honors the dignity of all, is respectful and free from discrimination, harassment or bullying; and we therefore, agree to respect each other's differences, and to create a healthy, safe and rewarding environment that nurtures, challenges and supports the community.

In order for our community to function in this way, it is useful for its individual members to make the following commitments:

1. I commit to conduct that is mutually respectful and not discriminatory, harassing, bullying or threatening.
2. I take responsibility for my actions and my personal perspectives, recognizing that there may be disagreements with another's.
3. I will respect everyone's contributions and honor the roles and responsibilities of all members through my words and actions.
4. I will be mindful and reflect on how I might be using or misusing my power and privilege in my interactions.
5. I will intend to be inclusive and support others with the same respect and compassion that I want for myself.
6. I am willing to be an active ally (upstander) by speaking, intervening, or acting on behalf of a person being attacked or bullied.
7. I will seek to understand others and assume best intentions in all interaction.
8. I will seek to understand other perspectives and avoid making assumption.
9. I commit to listen actively and with compassion at the workplace and in all union meetings.



# What is Workplace Bullying?

Workplace bullying is repeated, unreasonable actions aimed at intimidating, humiliating, degrading or undermining an employee or group of employees. Bullying may create a risk to employee health and safety.

Workplace bullying often involves abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

### III. Existing CUNY Policies & Procedures

- Positive, collaborative working environments are a deterrent to abusive conduct.
- The absence of examples of bullying behavior is confusing to those who try to address it.
- CUNY does not have a workplace bullying policy for employees.
- Additional focused trainings would be helpful
  - Prevent the rise of issues that may lead to bullying
  - Effective performance management practices
  - Conflict resolution
  - Policy and process awareness

### III. Existing CUNY Policies & Procedures

- All employees are strongly encouraged to report conduct believed to constitute bullying.
- The predominant modes of reporting are through phone, email, websites, or employee orientation.
- There is no confidential line to report abusive behavior.
- Employees may be reluctant to report abusive conduct for fear of retaliation.

### III. Existing CUNY Policies & Procedures

- Complaints about workplace bullying can take many forms.
- Currently at CUNY, there is no formal process for dispute resolution and complaint management of workplace bullying cases.
- Campuses have different means of dealing with complaints of abuse through their internal organizational structure.

## IV. Recommendations & Best Practices

### (1) Statement and Definitions

- ❖ A **statement** that CUNY does not tolerate workplace bullying and strives to be an employer that fosters a positive and healthy work environment and culture so that all faculty, staff and students are treated with dignity and respect.
- ❖ A **definition** of abusive conduct or workplace bullying with **examples**.
- ❖ A statement that **prohibits retaliation** for reporting bullying.



## IV. Recommendations & Best Practices

### (2) Policies

- ❖ **Amending existing policies** that allude to bullying behavior to **address it directly**.
- ❖ CUNY Offices or entities that deal with workplace bullying must provide a **transparent** and **accountable process** that resolves complaints of abusive conduct.
- ❖ CUNY Offices or entities that deal with workplace bullying must provide **clearly defined roles and responsibilities** within the **reporting** and **investigatory process** for **mediating** disputes and complaints.
- ❖ CUNY Offices or entities that deal with resolving workplace bullying should be easily **accessible** to the CUNY community.
- ❖ CUNY Offices or entities assisting individuals shall maintain **confidentiality** and **protect** the **privacy** of individuals who file complaints of workplace bullying, except as required by law in emergency circumstances or on a need-to-know basis.

## IV. Recommendations & Best Practices

### (3) Communication / Website Development / Resources

- ❖ Existing **policies, procedures, points of contacts and resources** for resolving workplace bullying complaints should be **accessible** on all CUNY websites.
- ❖ Current **approaches** to addressing bullying should be **outlined** on the campus website.
- ❖ Campuses should **develop and implement plans** to prevent bullying on their websites.
- ❖ All employees should participate in annual **respectful workplace training**.
- ❖ **Resources** for **professional training** or **self-guided learning** should be made available to all employees.
- ❖ CUNY should **engage** with the CUNY community during National Bullying Prevention Month.

## IV. Recommendations & Best Practices

### (4) Early Intervention, Dispute Resolution and Mediation Strategies

- ❖ Refer the parties to counseling / coaching programs.
- ❖ Physically separating the parties, when appropriate.
- ❖ Change reporting lines, when appropriate.
- ❖ Provide mediation services, when appropriate.
- ❖ Suggest that the parties attend educational / training programs.
- ❖ Jointly determine on best practices that are helpful to both parties.





# PSC Anti-Bullying Committee Members



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# APPENDIX

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Examples of Workplace Bullying Behavior

Source: [UC Santa Cruz](#)

**Language or behavior that frightens, humiliates, belittles or degrades the recipient or target may be part of a pattern of workplace bullying.**

- Persistent or egregious use of abusive, insulting, or offensive language
- Aggressive yelling or shouting
- Unwarranted physical contact or threatening gestures
- Making repeated negative comments about a person's appearance, lifestyle, family, or culture
- Regularly inappropriately teasing or making someone the brunt of pranks or practical jokes
- Circulating inappropriate or embarrassing photos or videos via email or social media

**Behavior that undermines a person's work performance, working relationships, or perceived value in the workplace may also be part of a pattern of bullying.**

- Unnecessarily interrupting or disrupting someone's work; inappropriately interfering with a person's personal property or work equipment
- Repeatedly discounting a person's statements in group meetings; unfavorably comparing one person to others
- Blaming a person for problems they did not cause
- Taking credit for another's contributions
- Spreading misinformation or malicious rumors
- Purposefully inappropriately excluding, isolating, or marginalizing a person from normal work activities



## **When the bully is a supervisor, the pattern may also include:**

- Assigning tasks that are beyond a person's skill level
- Establishing unrealistic timelines, or frequently changing deadlines
- Denying access to information, consultation, or resources
- Excessively monitoring an employee's work
- Giving feedback in an insincere or disrespectful manner
- Repeatedly reminding someone of past errors or mistakes
- Inconsistently following or enforcing rules, to the detriment of an employee
- Ignoring an employee, or isolating them from others
- Denying equal access to earned time off