

Work Place Bullying Policy

ShapiroCM is committed to providing a safe and respectful work environment and will not, *in any instance*, tolerate bullying behavior.

ShapiroCM defines bullying as a persistent pattern of hostile, intimidating, humiliating or abusive mistreatment from a supervisor, administrator or coworker that causes either physical or emotional harm. This includes verbal, physical, gesture, and cyber bullying, as well as exclusion.

ShapiroCM considers the following types of behavior examples of bullying:

- Repeated infliction of verbal abuse
- Consistent humiliating, ignoring or interrupting an employee in front of co-workers
- Being held to a different standard than the rest of the team
- Excessive monitoring or micro-managing
- Setting an individual up to fail (work-overload, unrealistic deadlines, meaningless tasks, withholding information and resources)
- Physical or social isolation
- Exclusion from requisite training
- Singling out a worker for constant criticism with no concrete or positive guidance and support
- Using obscene or intimidating gestures
- Not allowing the person to speak or express himself or herself
- Public reprimands
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Taking credit for another person's ideas
- Refusing reasonable requests off
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property

Employees are strongly encouraged to report any bullying conduct they experience or witness to the HR Manager as soon as possible to allow ShapiroCM to take appropriate action, including investigation. All employees will be expected to participate in a bullying investigation. Confidentiality will be maintained to the extent possible.

Employees found in violation of this policy will be disciplined, up to and including termination.