What are some examples of workplace bullying?

Workplace bullying may include, but is not limited to:

- nonverbal demonstrations of hostility;
- targeted exclusion or isolation in the workplace;
- being held to a more stringent standard than the rest of an employee’s work group;
- deliberately ignoring or interrupting of a targeted employee in front of other employees on a consistent basis;
- personal attacks (angry outbursts, excessive profanity, or name-calling);
- encouragement of others to turn against an employee;
- workplace interference or sabotage;
- repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- deliberately spreading misinformation or malicious rumors/gossip about an employee;
- cyberbullying;
- persistent or egregious use of abusive, insulting, or offensive language directed at an employee;
- making repeated inappropriate comments about a person’s appearance, lifestyle, family, or culture;
- interfering with a person’s personal property or work equipment; and
- other offensive conduct/behaviors (including nonverbal) which are threatening, humiliating, harassing or intimidating;
- other actions which constitute harassment as defined in this and other University policies.
- behavior that foreseeably places bystanders or unintended targets at risk or in fear, or causes them to feel threatened or humiliated, also constitutes bullying.

Does a single interaction negative interaction with another employee considered bullying?

A single physical, verbal, or written act or behavior generally will not constitute bullying unless especially severe and egregious. Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

What should I do if I perceive that I am being bullied?

If an you perceive that you are experiencing such behavior, you are encouraged to notify your supervisor, the Office of Human Resources (HREO) and/or the University compliance reporting hotline at secure.ethicspoint.com/domain/en/report_company.asp?clientid=39758&override=yes&agreement=no
Things that are not bullying:

- Coastal Carolina University values and promotes freedom of expression and inquiry as provided by applicable law; however, such rights do not include the right to engage in workplace bullying.

- Reasonable supervisory actions, when carried out in an appropriate manner, are not considered bullying. Examples of appropriate workplace supervision include:
  - providing performance appraisals;
  - coaching or providing constructive feedback;
  - monitoring or restricting access to sensitive information for legitimate business reasons;
  - scheduling ongoing meetings to address performance issues;
  - setting aggressive performance goals to help meet departmental goals;
  - counseling or disciplining an employee for misconduct; and
  - investigating alleged misconduct.