Anti-Bullying & Workplace Expectations Policy

Brandywine Community Library
Policy Updated:9/24/26

Purpose

At Brandywine Community Library, we are committed to fostering a respectful, inclusive, and supportive work environment. We believe that all employees, volunteers, and patrons deserve to be treated with dignity and respect. This policy outlines our commitment to preventing bullying and promoting appropriate workplace behavior that aligns with our values as a small community library.

Scope

This policy applies to all employees, volunteers, contractors, and patrons of Brandywine Community Library. It covers interactions in the workplace and any work-related activities or communications, whether in person or digital.

Anti-Bullying Policy

Definition of Bullying

Bullying is defined as any repeated, unwelcome behavior that is intended to demean, humiliate, intimidate, or harm an individual. Bullying can be verbal, physical, or emotional, and it can occur between co-workers, supervisors, patrons, or volunteers.

Examples of Bullying

Verbal abuse, including shouting, insults, or inappropriate remarks.
Spreading rumors, gossip, or making derogatory comments about others.
Deliberately excluding or isolating an individual from team activities or communication.
Repeatedly criticizing someone without providing constructive feedback.
Intimidation through gestures, stares, or physical actions.
Cyberbullying via email, social media, or messaging platforms.

Prohibited Behavior

Bullying of any kind is strictly prohibited at Brandywine Community Library. All employees, volunteers, and patrons are expected to treat others with kindness, respect, and professionalism. Bullying behavior will not be tolerated and will result in disciplinary action up to and including termination.

Workplace Behavior Expectations

Respectful Communication

Employees and volunteers are expected to engage in open, respectful, and professional communication with one another, patrons, and management. Disrespectful language, aggressive behavior, and any form of harassment or discrimination will not be tolerated.

Teamwork & Cooperation

As a small library, teamwork and collaboration are essential to our success. All employees and volunteers are encouraged to support one another, share responsibilities, and contribute to maintaining a positive work environment.

Handling Conflicts

Conflicts are inevitable, but it is important that they are resolved in a constructive and respectful manner. Employees are encouraged to address issues directly with one another when possible and involve a supervisor or manager if necessary. Personal attacks, passive-aggressive behavior, or escalating conflicts will not be tolerated.

Supportive Environment

We value an environment where employees and volunteers feel safe to express their ideas and concerns. Disrespectful, dismissive, or negative behavior towards colleagues, volunteers, or patrons is not acceptable.

Reporting & Consequences

Reporting Bullying or Inappropriate Behavior

If an employee, volunteer, or patron experiences or witnesses bullying or inappropriate behavior, they are encouraged to report the incident to their supervisor or the library director. All reports will be taken seriously and treated confidentially.

Investigation Process

Reports of bullying or inappropriate behavior will be promptly investigated. The investigation will involve discussions with the parties involved and any witnesses to determine the appropriate course of action.

Consequences of Violating Policy

Any employee or volunteer found to have violated this policy will face disciplinary action, up to and including termination of employment or volunteer service.
Patrons who violate this policy may be asked to leave the library and may face further action depending on the severity of the incident.

Commitment to a Positive Workplace

Brandywine Community Library is dedicated to maintaining a safe, respectful, and welcoming environment for everyone. Bullying and inappropriate workplace behavior undermine the values of our library and will not be tolerated. We are committed to addressing any issues that arise and promoting a culture of kindness, professionalism, and collaboration.

I have read and understand the policy outlined above.

_____ _____

Employee Signature Date