

**CIVILITY AND ANTI-BULLYING****PURPOSE:**

The purpose of this policy is to continue to create a culture rooted in civility and anti-bullying, which supplements the Non-Discrimination and Anti-Harassment Policy #2006-4-17 Amended. Rockdale County Government promotes a healthy culture where all employees can work in an environment free of bullying behavior.

**PROCEDURE:**

Rockdale County Government has a zero-tolerance procedure on incivility or bullying. The organization encourages all employees to report any instance of bullying behavior. Any reports of this type will be treated seriously, investigated promptly and impartially. Employees who report bullying conduct will be protected from retaliation or reprisal. Any employee found in violation of this procedure will be disciplined, up to and including immediate termination.

**I. UNACCEPTABLE BEHAVIOR**

The following are behaviors that will not be tolerated, but is not in all-inclusive list of behaviors:

- A. Disrupting or threatening to disrupt the operations of Rockdale County Government.
- B. Threatening the health and safety of employees.
- C. Willfully causes property damage.
- D. Loud and/or offensive language or gestures that provoke a violent reaction.
- E. Harassing employees by means of phone calls, emails, texts, verbal communication, or social media.
- F. Displaying conduct that unreasonably interferes with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- G. Persistent behavior that is malicious, unwelcome, and/or humiliates an employee.

**II. PROCEDURES FOR REPORTING A COMPLAINT**

An incident form will be completed by the complainant, then turned into the Employee Relations Manager to be investigated further. Prompt reporting allows better mediation and resolution of an incident.

**III. RETALIATION**

Rockdale County Government prohibits retaliation against any individual who reports a complaint or participates in an investigation. Any reports of retaliation will be reported to Employee Relations to be addressed promptly and appropriately.

**IV. DISCIPLINARY PROCEDURE**

Employees are encouraged to resolve their disputes without involving the organization administration. Minor offenses may be settled informally through mediation, whether through organization administration or Employee Relations. After the investigation, Employee Relations will take the appropriate action based on the results of the investigation which includes following progressive discipline for minor offenses up to immediate termination for major offenses. **Per Rockdale County amended Policy #2006-4-29 disciplinary actions are accumulative for one year.**

Levels of Disciplinary Action

1. Verbal reprimand.
2. Written reprimand.
3. Final written reprimand.
4. Suspension.
5. Termination.

Rockdale County

Policy# 2024- 4 - 47

**Policy Changes**

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 27<sup>th</sup> day of August 2024

Rockdale County, Georgia  
Board of Commissioners



Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer O. Rutledge, County Clerk/  
Executive Director of Government Affairs



**Board of Commissioners  
Agenda Item Transmittal Form  
Policy Transmittal Form**

<b>Type of Request:</b> New and Amended Employee Policies		<b>County Clerk Use Only</b> Policy #:	
<input type="checkbox"/> <b>Submission Information</b>		<input type="checkbox"/> <b>Information</b>	
<b>Contact Name:</b> Chantall Hunt		<b>Summary of Request:</b> This request includes the adoption of five (5) new employee policies and the amendment of six (6) existing policies.	
<b>Department:</b> Talent Management			
<input type="checkbox"/> <b>Department Director /Elected Official Signature</b>		<input type="checkbox"/> <b>Chief Operating Officer Signature</b>	
I have reviewed the attached, and it is approved as to substance.		I have reviewed the attached, and it is approved for processing.	
Signature: <i>Kimberly Redd</i> Date: <i>8/21/24</i>		Signature: _____ Date: _____	
<input type="checkbox"/> <b>County Attorney Signature</b>		<input type="checkbox"/> <b>Executive Director of Government Affairs/County Clerk Signature</b>	
I have reviewed the attached, and it is approved as to form.		I have reviewed the attached, and it is approved for processing.	
Signature: _____ Date: _____		Signature: _____ Date: _____	

**Notes and Comments:**

Title	Type	Policy Number
Rehabilitation Policy	New	
Severance Pay Policy	New	
Travel Per Diem & Mileage Policy	New	
Civility & Anti-Bullying Policy	New	
Bilingual Incentive Program Policy	New	
Fire and Rescue Incentive Pay Policy	Amendment to Existing	2017-4-33 (Amended 10/10/2017)
Disciplinary Procedures Policy	Amendment to Existing	2006-4-29 (Amended 12/8/2020)
Tuition Reimbursement Policy	Amendment to Existing	2006-4-2 (Amended 12/13/2022)
Drug & Alcohol Use Policy	Amendment to Existing	2018-4-22
Sick Leave Policy	Amendment to Existing	2022-4-40
Non-Discrimination & Anti-Harassment Policy	Amendment to Existing	2006-14-7 (Amended 12/10/2019)