

August 2019 Bullying Awareness



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Welcome to this month's edition of Live Well, Work Well. In this issue we will be focusing on the importance of Bullying Awareness.

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The Impact of Workplace Bullying

Perhaps the most obvious of impacts of workplace bullying is on the victim's mental and physical health. An employee being bullied – whether it is physical or verbal – is likely to experience mental anguish and increased stress. This is also likely to increase absenteeism and decrease the quality of their performance.

Depending on how severe the bullying is, the target may see no solution but to take a leave of absence, further reducing productivity, or even leave the company. It is estimated that workplace bullying costs more than **\$200 billion annually**, and studies have shown that workers suffering from bullying perform 50 percent more poorly on cognitive tests. Bullying is a toxic behavior that under no circumstances should be encouraged or tolerated. Even workers who aren't being directly bullied could find themselves bogged down by the negativity, further decreasing the quality of work and the level of satisfaction in the company. And, if bullying persists, Employment Practices Liability (EPL) lawsuits could follow if employees claim harassment or discrimination.

Source: <https://www.benefitspro.com/2018/02/23/4-tips-to-prevent-workplacebullying/?slreturn=20190629161456>



Know What Bullying Looks Like

In a professional environment, this includes repeated mistreatment including verbal humiliation, persistent and unwarranted criticism, isolation and exclusion from social activities. Obvious signs are physical and verbal abuse, but the subtler signs include sabotage of a person's efforts to succeed.

Source: <https://www.huffpost.com/entry/8-steps-to-take-to-stop-bullying> 12630016

Handling A Bully At Work



Whether you're aware or not, bullying is a common occurrence in the work place. Bullying can lead to health concerns, undue stress, and low productivity at work - and that's just the tip of the iceberg. With that said, it's important to take appropriate steps to handle bullying at work to support your well-being.

Source: <https://www.topresume.com/career-advice/how-to-handle-bullying-at-work>

Bullying Awareness



Top Four Methods To Prevent Workplace Bullying

Even if your company already has anti-harassment measures, they may not be sufficient to protect employees from bullying. While anti-harassment procedures can provide a base for disciplinary standards, it is recommended that you take more specific measures to counter bullying.

- Make sure employees are comfortable approaching the proper people. Some employees may be reluctant to report workplace bullying (whether or not they are the victim) because they are embarrassed, or fear retaliation.
- Maintaining an open-door policy, and allowing for anonymous reporting is comforting for employees. Critical to preventing bullying is maintaining a positive workplace culture where employees treat one another with respect. A healthy work environment minimizes the likelihood that bullying will occur and is one where complaints of bullying and harassment are taken seriously.
- Keep your eyes open. Understand the signs of workplace bullying. Common bullying behaviors include: denigrating comments, malicious gossip, unreasonable workloads, ignoring requests, amplifying deficiencies and yelling.
- Don't promote it. The most detrimental action a manager/supervisor can take when an employee complains about a bully is to shrug it off, or take no action whatsoever.
- Create structure that does not encourage bullying. Workplace bullying oftentimes occurs if one or several employees feel that another is receiving more positive attention or rewards than they are. Rather than work hard to learn the skills which would help them achieve their own success, a bully's jealousy can result in targeting a coworker to sabotage their performance, success, and rewards.

Take Action Before It Has A Negative Impact On You

Understandably, many individuals are afraid to speak up when they are being bullied. They might be concerned about what others will think. And, if the bully is their boss or someone in a position of power, then one's livelihood could be at stake. With that said, ongoing, long-term bullying can have a negative impact on your overall well-being, which in turn can have a negative impact on your performance and ability to do your work. Take care of yourself and develop an action plan to address the concern.



Source: <https://www.topresume.com/career-advice/how-to-handle-bullying-at-work>

Address The Issue Head On



This won't always be possible or comfortable, but if it is, speak up and stand your ground when communicating with a bully. In a recent *Time* ARTICLE, Fran Hauser, author of "The Myth of the Nice Girl," suggests using the following phrases when dealing with a work bully or someone who is not treating you appropriately:

- "Please don't talk to me that way."
- "Let's try to get this conversation on a place where it can be productive."
- "Let's take a break and come back to this later."

Source: <https://www.topresume.com/career-advice/how-to-handle-bullying-at-work>

Did You Know?

The City of Mission has a Sexual Harassment & Other Unlawful Harassment Policy – Policy No. 300.15

STATEMENT OF PURPOSE:

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. City employees are also prohibited from harassing citizens, vendors, and all other third parties. It is the policy of the City of Mission to maintain a respectful work and public service environment. The City prohibits harassing or offensive behavior by or harassment. Any employee or officer of the City who engages in such behavior will be subject to disciplinary action, up to and including termination of employment.

Other Prohibited Harassment

In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited. Prohibited conduct includes, but is not limited to, epithets, abusive words, slurs, and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited. This policy also prohibits sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, and/or other electronic devices, social media, and/or the Internet. Harassment of any nature will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

Mandatory Reporting

1. The City requires employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to:
 - The Department Director; or
 - The Human Resources Director; or
 - The City Manager (or designee)
2. Any employee, supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the Department Director and/or the Human Resources Director.
3. Under this policy, an employee may report to and/or contact the Human Resources Director directly, without regard to the employee's normal chain of command. All concerns/questions should be addressed to:

Human Resources Director
City of Mission
1201 E. 8th Street
Mission, TX 78572
956-580-8734
hrdirector@missiontexas.us

Please see the Personnel Policy Manual for the complete policy, available online at www.missiontexas.us

Let's Get Moving!

Move of the Month



SQUAT AND PUSH-UP 31-DAY BOOTCAMP @shrinkingjeans						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEKS 1 & 2: 2 SETS OF EACH EXERCISE WEEKS 3-5: 3 SETS OF EACH EXERCISE			1 12 squats 5 pushups	2 15 squats 5 pushups	3 18 squats 8 pushups	4 18 squats 8 pushups
5 rest	6 20 squats 10 pushups	7 22 squats 10 pushups	8 25 squats 13 pushups	9 25 squats 15 pushups	10 rest	11 25 squats 15 pushups
12 18 squats 10 pushups	13 20 squats 10 pushups	14 20 squats 12 pushups	15 rest	16 22 squats 14 pushups	17 22 squats 14 pushups	18 24 squats 15 pushups
19 25 squats 17 pushups	20 rest	21 28 squats 17 pushups	22 30 squats 18 pushups	23 32 squats 20 pushups	24 34 squats 20 pushups	25 rest
26 36 squats 22 pushups	27 40 squats 22 pushups	28 42 squats 25 pushups	29 44 squats 25 pushups	30 rest	31 50 squats 30 pushups	

Last Month's Events:

Lunch and Learn

“Prostate Cancer Prevention”

Door Prize Winners:

Jaime Cervantes – Home Depot Gift Card

Brad Bentsen - Mug

Jesus Sepulveda – Mug

Lunch and Learn

“Headaches: It's not just in your head”

Door Prize Winners:

Ricardo Gutierrez – Lunch Bag

Omar Tanguma – Tote Bag



Upcoming Events:

Lunch and Learn

Topic: “Bullying Awareness”

Date: Thursday, August 22, 2019

Time: 12:00 p.m. – 1:00 p.m.

Location: City Hall Community Room

Active Shooter Training

Date: Wednesday, August 28, 2019

Time: 9:30 a.m. – 10:30 p.m.

Location: CEED Building Lecture Hall