

## **Unit Order #19-00016 SAFE WORK ENVIRONMENT - ANTI HAZING**

**Effective Date: September 19, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate safely, harmoniously, and effectively. Having all staff participate and comply with protecting our Bureau is essential to upholding the values and mission we represent for the Department.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

All PSB staff shall professionally acknowledge, respect, and be courteous to every co-worker at all times. Newer employees tend to be in a more vulnerable position and can be more susceptible to hazing by others. They may be less willing to report or address intimidation or other harassing types of mistreatment from a more senior co-worker. Therefore, it is imperative that if any staff member observes hazing behavior, that they report the behavior immediately to a supervisor/manager. It is also important that any newer employee who believes they are being hazed report it immediately to a manager as well, regardless of the normal reservations and desire to minimize the problem. Only at this level of unit cooperation can a zero tolerance be maintained for hazing and other types of mistreatment of co-workers in the workplace.

PSB managers/supervisors shall take appropriate action to address all violations or deficiencies in following this order, including non-disciplinary corrective action for the involved employee, and/or referring the incident for disciplinary action. PSB managers/supervisors are responsible for tracking violations or deficiencies and the corrective action taken for each incident.

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