

Help is available!

*The Department of Transportation
has a very effective
Employee Assistance Program.*

The EAP deals with a wide range of personal concerns:

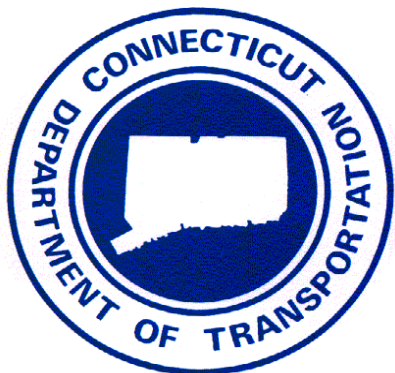
- Family and Marriage Problems
- Drug and Alcohol Abuse
- Emotional Difficulties
- Depression/Anxiety
- Work Conflicts/Stress
- Anger Management/Violence Issues

The EAP is available to employees and immediate family members.

The EAP is voluntary and confidential.

24 hours a day - 7 days/week

***Call The Lexington Group, Inc.
DOT's EAP Provider:
1-800-676-HELP***



***The Department of Transportation
is committed to providing a safe
workplace environment for
all its employees.***

If you are confronted with a threatening or bullying situation:

- Remain calm and use your best judgment.
- Avoid behaviors that may **escalate** the situation.
- Remove yourself from potential harm.
- **REPORT** the incident.

You may choose to speak to the alleged bully directly and tell them you object to their behavior and ask them to stop the behavior.

Report all incidents of bullying to management immediately. Your supervisor or manager will conduct a prompt, thorough inquiry of your concern, and take appropriate action. You may also report the incident to your Human Resources Designee or Office of Equal Opportunity and Diversity.

**KEEP A RECORD OF
WORKPLACE BULLYING**

Bullying can sometimes be difficult to define and to prove. It is, therefore, important to document events, recording:

- Incidents, in as much detail as possible.
- The names and locations of people who may be witnesses.



**Can you identify
a bully or have you
been subjected to
bullying in the
workplace?**



**“Promote a Positive and
Safe Work Environment!”**

What is Workplace Bullying?

Workplace bullying is behavior *in the workplace* that intimidates, degrades or humiliates a worker, possibly in front of co-workers, clients or customers. Bullying can take place between:

- A worker and a manager (or supervisor).
- Co-workers.
- Workers and contractors.

Bullying behavior may appear to be part of the workplace, but if the behavior intimidates, degrades or humiliates you, then it is not appropriate and should be reported. There are bound to be occasional differences of opinion, conflicts and problems in working relations. However, when the behavior is **unreasonable**, workplace bullying may exist and should not be tolerated.

KINDS OF BULLYING BEHAVIOR:

Workplace bullying is a pattern of abuse of workers or co-workers which can range from the subtle to the more obvious and may include:

- Screaming, abusive language, demeaning comments.
- Belittling statements.
- Repeatedly or continuously undermining work performance by deliberately withholding work-related information or resources, or supplying incorrect information.
- Tampering with your personal effects or work equipment.
- Regularly being made the brunt of pranks/practical jokes.
- Inconsistent application of administrative procedures with the purpose of having an abusive effect.

Nothing in this brochure is intended to preclude a supervisor's ability to exercise their supervisory responsibilities to assign work that is operationally necessary and to monitor and address work performance issues.

WHAT CAN YOU DO?

Choose to behave in a way that promotes a positive work environment. Treat everyone in a professional manner with respect.

Your role in creating a Bully-Free Workplace is absolutely essential.

DOT EMERGENCY CONTACT NAME AND PHONE NUMBERS

If you experience violence in your workplace, notify your supervisor or the appropriate supervisory level.

Immediate supervisor:

Name Phone #

Next level of supervision:

Name Phone #

Questions and concerns may be referred to the following DOT Units:

Offices of Human Resources

DOT Human Resources, Newington

(860) 594-3100

District 1 Human Resources, Rocky Hill

(860) 258-4550

District 2 Human Resources, Norwich

(860) 823-3235

District 3 Human Resources, New Haven

(203) 389-3050

District 4 Human Resources, Thomaston

(203) 591-3643

DOT Security, Newington

(860) 594-3333

Civil Rights Issues:

Office of Equal Opportunity & Diversity
(Racial/Ethnic/Gender & other protected classes)
(860) 594-2212

PERSONNEL MEMORANDUM NO. 80-16, Subject: "Managing Prohibited Conduct and Violence in the Workplace" was revised and reissued on October 3, 2013. Refer to this memorandum if you fear violence or witness the same. Incidents of threatening and/or violent behavior are to be addressed through the Department's administrative fact-finding process as soon as possible.

This policy requires that Supervisors/Managers must do the following:

- It is expected that some issues will be handled at the supervisory level. However, sometimes it will be necessary to contact the next level supervisor and human resources liaison immediately upon being notified of an incident.
- Assure employees that their concerns will be appropriately addressed.
- Document both the incident based on initial information from the employee(s) and/or witnesses involved and supervisory response to the situation.
- Arrange for post-incident training, counseling, or medical attention as the situation warrants.

It is recommended that supervisors continue to monitor the situation and follow-up with appropriate parties.

We wish to emphasize that the general guidelines described in this memorandum cannot replace the use of common sense and good judgment in dealing with what are often unique, emotionally charged situations.

Personnel Memorandum 2016-1 "Workplace Conduct and Behavior" also describes standards of conduct.

In a life threatening emergency
Dial 911
Prior to notifying your supervisor