

U.S. Bankruptcy Administrator Middle District of North Carolina

WORKPLACE VIOLENCE – HARRASSMENT, VIOLENCE, THREATS, INTIMIDATION, AND OTHER DISRUPTIVE BEHAVIOR POLICY

It is the policy of the Bankruptcy Administrator (BA) to promote a safe and respectful workplace environment for all employees. The BA's office is committed to working with all employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Incidents of workplace violence are dealt with under the provisions of the [Employee Dispute Resolution \(EDR\) and Equal Employment Opportunity \(EEO\)](#) provided by the United States Court of Appeals for the Fourth Circuit.

Sexual Harassment

The [U.S. Equal Employment Opportunity Commission](#) states that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. It is the policy of the BA's office to prohibit all forms of sexual harassment.

Workplace Harassment

Workplace harassment can be defined as "interpersonal mistreatment that is sufficiently severe to harm a targeted person's emotional health or economic status." This type of harassment covers a broad range of abusive conduct, including, but not limited to: false accusation of mistakes and errors; yelling and shouting; exclusion and the "silent treatment"; withholding resources and information necessary to the job; behind-the-back sabotage and defamation; excessively harsh criticism; unreasonably heavy work demands and setting impossible deadlines.

Any employee who believes that he or she has been the subject of unwelcome harassment from another employee, a supervisor or manager, or from an outside party in the workplace, or who has observed harassment in the workplace, is encouraged to identify the offensive behavior and request that it stop. If you are unable or unwilling to address the matter directly to the offending party, or if you do and the behavior continues, report the matter directly to your supervisor, another member of management, or the Human Resources Department.

In emergency situations involving immediate physical danger, please contact your local building security or police.

Support is always available through the Employee Assistance Program (EAP). The EAP is available 24 hours a day, 7 days a week at (800) 222-0364.