

**DISTRICT OF COLUMBIA COURTS  
JOINT COMMITTEE ON JUDICIAL ADMINISTRATION  
PERSONNEL POLICIES**

**ANTI-BULLYING**

**POLICY NO. 420**

---

**I. Policy.** It is the policy of the District of Columbia Courts that all employees have a work setting free from bullying. Conduct that constitutes bullying is prohibited and will not be tolerated. Each Court employee shall demonstrate appropriate behavior, and treat others with civility and respect. Employees who violate this policy will be subject to corrective action.

**II. Definition.** Bullying is defined as repeated mistreatment of one or more persons by one or more perpetrators that takes one or more of the following forms:

- A. verbal abuse;
- B. offensive conduct/behaviors (including nonverbal) which are threatening, humiliating, or intimidating; or
- C. interference which prevents work from getting done.

The term is further defined as unnecessary, unwarranted and repeated written or verbal behavior including any threatening, insulting, or dehumanizing language or gesture by another person that is severe or pervasive enough to create an intimidating, hostile or offensive work environment, cause discomfort or humiliation, or unreasonably interferes with the employee's work performance or participation.

**III. Bullying Behavior.** Bullying behavior may involve, but is not limited to:

- A. Unreasonable job demands (e.g., outside the scope of the job description);
- B. Exclusion and/or isolation;
- C. Yelling, screaming, use of epithets;
- D. Unsubstantiated/unwarranted blame for "errors";
- E. Inconsistent application of rules;
- F. Insults and put-downs; or
- G. Being rude and belligerent.

**IV. Retaliation.** It shall be a violation of this policy to retaliate in any manner against an employee who has opposed bullying behavior, or who has made a claim, testified, assisted, or participated in any manner in an investigation or proceeding under this policy.

**DISTRICT OF COLUMBIA COURTS  
JOINT COMMITTEE ON JUDICIAL ADMINISTRATION  
PERSONNEL POLICIES**

**ANTI BULLYING**

**POLICY NO. 420**

---

**V. Procedure.**

**A. Filing and Investigation of Complaints**

Any employee who believes he/she is being subjected to bullying should promptly bring the matter to the attention of the Equal Employment Opportunity (EEO) Officer who will investigate the matter and determine whether the claim has merit.

**B. Finding and Determination**

1. If the EEO Officer finds the claim has no merit, the claimant may, within 10 work days, request a review of the findings by the Executive Officer. If the Executive Officer sustains the EEO Officer's decision, the matter will be closed.
2. If the EEO Officer determines that the claim has merit, the findings will be forwarded to the division head (or Clerk of Court or Deputy Executive Officer, as appropriate) for corrective action, according to Policy 800.

Revised May 2015