

## Expectations for *WORKPLACE PROFESSIONALISM*

CSULB takes pride in its tradition of maintaining civility and mutual respect toward all members of the University community. All members of the CSULB community are expected to adhere to these same standards of conduct at all times.

## What constitutes *UNPROFESSIONAL CONDUCT* in the workplace?

Some examples of *unprofessional conduct* are listed below. Please note that this is not an all-inclusive list:

- \* Discrimination
- \* Harassment
- \* Bullying
- \* Retaliation

**Employees exhibiting *unprofessional conduct* are in violation of the California Education Code.**

## What is Harassment? What is Bullying?

### What is Harassment?

Unwanted, offensive, and intrusive verbal or physical behavior that is perceived to be linked to a legally protected category such as race, sex, sexual orientation, or disability.

### What is Bullying?

Bullying can appear to be similar to harassment, but is further defined by a pattern of aggressive behavior.

A bully's motivation generally comes from his or her own feelings of insecurity, and manifests itself in the exploitation of the perceived weakness of others.

- \* **Remember:** *It is not the intent of the harasser or bully that matters, rather the perception of the person who is being harassed or bullied that makes the difference.*

## Examples of Harassment and Bullying:

Some examples of harassment and bullying are listed below. Please note that these are not all-inclusive lists:

### \* Examples of Harassment:

- Unwanted sexual advances
- Derogatory comments, jokes or slurs
- Physical touching or assault
- Displaying offensive objects, posters, or pictures

### \* Examples of Bullying:

- Spreading malicious rumors
- Ridiculing/demeaning others
- Deliberate undermining of others
- Indirect or passive physical intimidation
- Deliberate exclusion of others from group activities

**Harassing and bullying behavior is unacceptable in the workplace, and will not be tolerated.**

## Resources for Victims of Harassment or Bullying (Cont.):

We urge employees who have witnessed or experienced an instance of harassment or bullying, to come forward and report it. Employees can contact any of the entities listed below:

- **Tier 1: (Department Resources)**

- Immediate Supervisor/Manager
- Department chairperson

- **Tier 2: (Confidential Resources)**

- Faculty/Staff Assistance Program  
(562) 985-4001
- Office of University Ombuds  
(562) 985-5983

- **Tier 3: (Offices of Record)**

- Office Equity & Diversity  
(562) 985-8256
- Staff Human Resources  
(562) 985-4031
- Women's Resource Center  
(562) 985-8576

- Tier 1 and Tier 3 Resources will investigate all employee reports, and take appropriate action as necessary.

All investigations will be conducted in a discrete manner, and retaliation against employees involved will not be tolerated.

- Tier 2 Resources are a confidential means for employees to discuss any concerns that they may have.

Employee concerns are not investigated, and confidentiality is strongly protected, except where legally limited.

### **Additional Questions or Concerns**

Contact Staff Human Resources:

⇒ **Tom Angell**

Director, Staff Human Resources  
(562) 985-5494

⇒ **Stephanie Wright**

Manager, Staff Employee Relations  
(562) 985-7161

**CALIFORNIA STATE UNIVERSITY,  
LONG BEACH**

# Exercising Professionalism in the Workplace



**Staff Human Resources**