



NATIONAL ANTI-BULLYING POLICY

It is ACEing Autism's policy to prohibit bullying of any employee, Program Director, volunteer, program participant, parent of any program participant, intern, vendor, and customer by any person. The purpose of this policy is to ensure that all such individuals are treated with dignity and respect.

ACEing Autism defines bullying as persistent, malicious, unwelcome, severe, and pervasive conduct that harms, intimidates, offends, degrades, or humiliates anyone affiliated with ACEing Autism, whether verbal, physical, or otherwise. ACEing Autism has no tolerance for bullying in any form. All forms of bullying are prohibited and will be addressed with appropriate action. To be clear, conduct that rises to the level of bullying under this policy is typically ongoing and repeated, and is not typically a one-time act.

Bullying can include online as well as offline behavior. Bullying can take the form of verbal bullying, gesture bullying, physical bullying, and exclusion bullying. Bullying can include, but is not limited to, the following behaviors:

- physical pushing, kicking, hitting, pinching etc.;
- staring, glaring, or other nonverbal demonstrations of hostility;
- invasion of another person's personal space;
- name calling, sarcasm, spreading rumors, persistent teasing and emotional torment through ridicule, humiliation, or the continual ignoring of individuals;
- posting of derogatory or abusive comments, videos, or images on social network sites;
- racial taunts, graffiti, gestures, sectarianism;
- sexual comments, suggestions, or behavior; and
- unwanted physical contact.

ACEing Autism requires all employees, Program Directors, volunteers, parents, and program participants to immediately report any instance of bullying behavior to its Executive Director, Richard Spurling, at (617) 901-7153 or richard@aceingautism.org.

Any reports of bullying or perceived bullying will be treated seriously, investigated fully, promptly and impartially, and remedied if the conduct is found to have violated this policy. ACEing Autism further encourages all individuals to report any concerns of assault, battery, or other bullying behavior of a criminal nature to the local Police Department. If you observe conduct which violates this policy, even if not directed towards you, you are strongly encouraged to report the incident to a supervisor and/or Richard Spurling. Supervisors who witness conduct which violates this policy are required to report the matter to Richard Spurling.

Violation of this policy will result in disciplinary action, up to and including discharge or termination of the relationship. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, ACEing Autism will not allow any form of retaliation against individuals who make good-faith reports of bullying to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who

make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

Everybody involved in ACEing Autism has a responsibility to work together to stop bullying. To that end:

ACEing Autism, including its employees, will:

- recognize its duty of care and responsibility to maintain a safe environment for all participants and volunteers;
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures;
- seek to ensure that bullying behavior is not accepted or condoned;
- take action to investigate and respond to any alleged incidents of bullying;
- and ensure that coaches are given access to information, guidance and/or training on bullying.

Each parent, coach, and volunteer will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition, and opportunity for taking responsibility are available;
- respect the feelings and views of others;
- recognize that everyone is important and that our differences make each of us special and should be valued;
- show appreciation of others by acknowledging individual qualities, contributions, and progress;
- be committed to the early identification of bullying, and prompt and collective action to prevent it;
- ensure safety by having rules and practices carefully explained and displayed for all to see; and
- report incidents of bullying they see.

