
Hire Up Staffing & Healthcare Services
(A Kirkman Beck, LLC Company)
Policies Agreement • OCTOBER 8, 2025 REVISION

Anti-Bullying And Respectful Workplace Policy

Our Commitment

Hire Up is committed to fostering a positive, respectful, and productive workplace that reflects our core value of open communication, honesty, and respect toward all co-workers, clients, and partners.

1. Policy Scope and Definition of Unacceptable Conduct

This policy prohibits all forms of workplace bullying, including repeated, unreasonable, and unwelcome behavior that creates a risk to the health, safety, or well-being of an employee. This includes, but is not limited to, the following behaviors directed toward co-workers, clients, or third parties:

- Verbal or Written Abuse: Using abusive, offensive, profane, or derogatory language.
- Personal Attacks: Any form of physical or non-physical harassment, intimidation, or social isolation.
- Offensive Conduct: Behavior that is injurious, humiliating, malicious, or coercive.
- Destructive Gossip: Negative, harmful, and non-work-related communication about a person who is not present, which can damage morale, trust, and productivity.

Consequences: Any employee found to be engaging in bullying or harassment will be subject to disciplinary action, up to and including immediate termination, based on the severity and findings of an investigation.

2. Protected Communication and Employee Rights

Important Clarification

This policy is not intended to and will not be interpreted to limit or prohibit employees' rights to engage in concerted activities protected by Section 7 of the National Labor Relations Act (NLRA).

You are always encouraged to voice work-related concerns. Examples of protected, appropriate workplace conduct include:

- Employees acting collectively or on behalf of a group.
- Discussion of wages, hours, benefits, or working conditions.
- Raising concerns about the treatment of employees.
- Reporting instances of harassment or discrimination to the proper channels.

Hire Up maintains an open-door policy and encourages the use of regular staff meetings for the discussion of legitimate, work-related issues and concerns. The focus of this anti-bullying policy is to eliminate damaging conversations regarding personal, non-work-related issues and harmful, non-professional behavior.

3. Reporting and Investigation

How to Report a Concern

If you experience or witness conduct that violates this policy, you are encouraged to report it immediately. Hire Up takes all reports seriously and will maintain confidentiality to the extent possible. You may report an issue through

- Email HR: Send a detailed report to HR@hireupss.com.
- Call HR: Call Human Resources (559-579-1332) to file a confidential incident report.

The Investigation Process

Upon receiving a report, the corporate HR team will conduct a prompt, thorough, and impartial investigation.

- If the conduct is found to be a minor offense, the employee in question may be provided with coaching and training.
- If the conduct is found to be any form of harassment, intimidation, or severe bullying, disciplinary action, including termination, will be taken.

4. Promoting a Positive Culture

In helping to create a healthy workplace, Hire Up encourages positive conversations and interactions among staff members. We promote sharing motivational success stories about client accomplishments and celebrating effective teamwork and collaboration.