## Workplace Bullying Policy – template

**Instructions**

On company letterhead.

This template provides the basic information for a company to develop and implement a workplace bullying policy. Given the nature of the subject such a policy will need to specifically suit your particular business.

Reports of workplace bullying should be raised within the workplace, and reasonable attempts should be made to resolve the matter internally before referring to external agencies. Most external agencies encourage complainants to attempt to resolve the situation within the workplace through an informal or formal process (where available) prior to seeking their assistance.

This policy should be read in conjunction, and applied with, any relevant health and safety protocols or other related workplace policies and processes.

If bullying issues do arise in your workplace, contact the TRMC for assistance.

[*Company name*] - Workplace bullying policy

**Our commitment**

[*Company name*] (“the company”)is committed to providing a safe and healthy workplace free from bullying.

The company recognises that everybody has the right to work in a harmonious workplace where people are treated with respect and dignity.

Workers are protected by this policy whether they feel bullied by a supervisor, another worker, client, contractor or member of the public.

The companywill treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will periodically remind workers of the policy.

**Expected workplace behaviours**

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

The companyexpects people to:

* behave in a responsible and professional manner
* treat others in the workplace with courtesy and respect
* listen and respond appropriately to the views and concerns of others
* be fair and honest in their dealings with others.
* [*Others?*]

This policy applies to behaviours that occur:

* in connection with work, even if it occurs outside normal working hours;
* during work activities, for example when dealing with clients;
* at work-related events; and
* on social media where workers interact with coworkers or clients and their actions may affect them either directly or indirectly.

**What is workplace bullying?**

**Workplace bullying** is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

**Repeated behaviour** refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

**Unreasonable behaviour** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

Examples of bullying include, but are not limited to, the following:

* Inappropriately excluding a co-worker from meetings or communications
* Demeaning or belittling someone
* Inappropriately commencing disciplinary action
* Spreading gossip or rumours
* Use of abusive or intimidating behaviour
* Excessive micro-management
* Setting impossible targets or deadlines
* Displaying offensive or degrading materials

**What is not workplace bullying?**

**Reasonable management action** taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if the action is carried out in a lawful and reasonable way, taking the particular circumstances into account.

Examples of reasonable managerial action include, but are not limited to, the following:

* Proper use of performance management or disciplinary processes
* Providing fair and reasonable feedback
* Setting challenging targets or deadlines
* Requiring compliance with workplace policies and procedures
* Workplace restructuring

**What can you do?**

If you feel you are experiencing or witnessing workplace bullying, and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue promptly either with your supervisor, health and safety representative or another manager within the organisation.

If you witness unreasonable behaviour you should bring the matter to the attention of your manager as a matter of urgency.

**How will the company respond?**

If workplace bullying or unreasonable behaviour is reported or observed we will take the following steps:

* The responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
* If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
* All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
* There will be no victimisation of the person making the report or helping to resolve it.

**Consequences of breaching this policy**

Appropriate disciplinary action may be taken against a person who is found to have breached this policy. The action taken will depend on the nature and circumstance of each breach and could include the following:

* Requiring a verbal or written apology
* one or more parties agreeing to participate in counselling or training
* a disciplinary warning
* dismissal of the person engaging in the bullying behaviour.

**If workplace bullying has not been substantiated**

If an investigation finds workplace bullying has not occurred or cannot be substantiated, the company may still take appropriate action to address any workplace issues leading to the bullying report.

Any individual found to have deliberately made false allegations will be subject to disciplinary action.

This policy commences on [*insert date*].

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*Position: [Signed by appropriate officer]*

*Date:*

[Next review date: *insert next review date*]