



BULLYING POLICY CHECKLIST FOR EMPLOYERS

A good bullying policy should clearly outline the related issues and provide the framework for how your organisation will manage bullying in the workplace. A good policy should address the below criteria. Use the checklist to assist you in identifying areas for improvement.

A BULLYING POLICY SHOULD . . .	<input checked="" type="checkbox"/>
define bullying and give examples of bullying behaviours	<input type="checkbox"/>
clarify expected standards of workplace behaviour	<input type="checkbox"/>
clarify what behaviours are not bullying	<input type="checkbox"/>
clearly indicate that bullying and harassment will not be tolerated and may constitute a breach of anti-discrimination legislation, OHS legislation and the APS, your organisation's or industry's codes of conduct	<input type="checkbox"/>
reflect your organisation's commitment to positive working relationships	<input type="checkbox"/>
emphasise your commitment to the values and code of conduct for the APS, your organisation or industry	<input type="checkbox"/>
outline strategies for promoting a workplace culture free from bullying and harassment	<input type="checkbox"/>
state the possible consequences if employees engage in bullying behaviour	<input type="checkbox"/>
allocate accountability to the head of your organisation, employees, supervisors and managers to create a workplace culture in which harassment and bullying are unacceptable	<input type="checkbox"/>
include a senior management commitment, such as a statement by the agency head that harassment and bullying is a breach of the values and code of conduct and will not be tolerated	<input type="checkbox"/>
encourage employees to take action if they believe they have been bullied or harassed	<input type="checkbox"/>
have a process for employees to report issues or complaints	<input type="checkbox"/>
include a commitment and a timeframe for responding promptly to complaints	<input type="checkbox"/>
provide information about the support and protection available to your employees	<input type="checkbox"/>
include assurance processes for identifying cultural or underlining issues	<input type="checkbox"/>
be written in plain language	<input type="checkbox"/>
be communicated and accessible to all employees	<input type="checkbox"/>
be applied consistently and reviewed regularly	<input type="checkbox"/>
be developed in consultation with your employees and employee representatives.	<input type="checkbox"/>



COMPLAINT HANDLING

You should have clear procedures in place for reporting and handling bullying related complaints or grievances.

COMPLAINT HANDLING PROCESSES SHOULD ENSURE . . .	<input checked="" type="checkbox"/>
employees know when and how to report bullying	<input type="checkbox"/>
people you have appointed to handle complaints are aware of their duties and are fully trained in complaint handling procedures	<input type="checkbox"/>
both informal and formal complaints procedures are available to your employees	<input type="checkbox"/>
informal complaint procedures using mediation between parties that do not require records to be kept or disciplinary action to be taken are developed and used where appropriate	<input type="checkbox"/>
formal complaint procedures that require record keeping and may result in disciplinary action are used where necessary	<input type="checkbox"/>
new complaint handling procedures for bullying align as much as possible with your existing procedures	<input type="checkbox"/>
procedures effectively integrate OHS and HR policies and practices and the role of health and safety representatives	<input type="checkbox"/>
complaints are treated seriously and responded to promptly	<input type="checkbox"/>
complaints are investigated impartially	<input type="checkbox"/>
the confidentiality of your employees is maintained	<input type="checkbox"/>
support and advice are available and provided to all persons involved, as required	<input type="checkbox"/>
a range of resolution options are available and used appropriately including mediation, counselling, apologies, removal of the perpetrator, written warnings or other disciplinary action;	<input type="checkbox"/>
external professional services are used when needed to aid in the investigation and resolution of bullying allegations.	<input type="checkbox"/>