

Bullying in the Workplace

Factsheet 8: Model Policy

Policy Statement

Employers and employees in organisations should work together to maintain a workplace that encourages and supports dignity at work. Bullying in any form should not be accepted or tolerated.

How To Draw Up A Bullying Prevention Policy In Your Workplace

1. One of the first steps in preventing workplace bullying is to write an anti-bullying policy document.
2. Refer to this document in your organisation's OHS Policy.
3. Consult with staff representatives, relevant unions and others when writing the policy document.

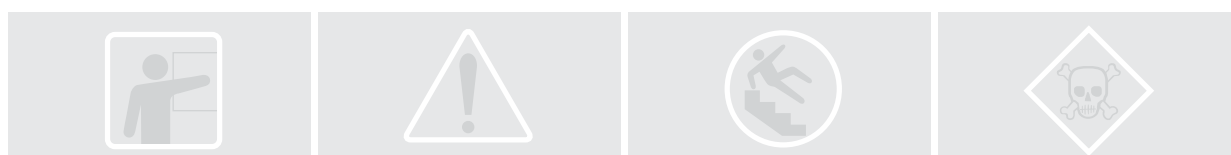
What should be in the policy document

- States management's commitment to dignity in the workplace and that bullying is inappropriate and will not be tolerated.
- Clearly explains what bullying is – in line with the definition in the Unionsafe Bullying in the Workplace Kit.
- Explains the step-by-step procedure for making an informal or a formal complaint.
- States that allegations of bullying are investigated promptly, fairly and thoroughly without reprisals for the persons involved.
- Explains that complaints should be dealt with in a confidential manner.
- Signed and dated and reviewed regularly by management, employees and employee union and OHS Representatives.
- Provide the name of a contact person, either a worker or someone from outside the organisation. The contact person should be able to provide advice and assistance and be trained in the policy and procedure for addressing bullying at the workplace.

Letting People Know About The Policy On Bullying

The policy on bullying should be made known to everyone in the workplace. Whoever is responsible can do this by:

- Giving all workers, permanent or temporary, a copy.
- Publishing the policy in staff bulletins.
- Explaining the policy as part of regular education and training.
- Include the policy in recruitment procedures and OHS induction for new employees.



Example of a Workplace Bullying Policy

The *Pink Elephant Company* deems workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is 'the repeated less favourable treatment of a person by another or others in the workplace, who use strength or power to coerce, which is deemed unreasonable and inappropriate workplace practices'. It includes behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Workplace bullying can cause the loss of trained and talented employees, reduced productivity and morale and create legal risks.

The company believes that all employees should be able to work in an environment free of bullying. Managers and supervisors will be trained in the identification and prevention of bullying in our workplace. They must ensure employees are not bullied.

The *Pink Elephant Company* has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

The *Pink Elephant Company* encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Bullying is deemed to be an occupational health and safety issue and is part of the *Pink Elephant Company's* risk identification and control procedures.

Disciplinary action will be taken against anyone who bullies a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

This policy and procedure will be reviewed on an annual basis or more frequently as the need arises.

The Contact Person for bullying at this workplace is:

Name: _____

Phone Number: _____

Signed _____ Date: _____
(Management)

Signed _____ Date: _____
(Union Representative)

Signed _____ Date: _____
(OHS Chairperson/OHS Representative)

