

Respectful Behaviour Policy

Purpose

[Business name] is committed to maintaining a respectful workplace where workers feel safe, included, and treated fairly.

Bullying, harassment, aggression, and other inappropriate behaviours are not acceptable and will not be tolerated in the workplace.

Expected behaviour

Workers are expected to:

- communicate respectfully
- behave professionally
- cooperate with others
- resolve issues appropriately where possible
- add your own.

Unacceptable behaviour

Examples of unacceptable behaviour may include:

- bullying
- harassment
- intimidation
- threats or aggression
- repeated unreasonable behaviour
- discriminatory behaviour
- inappropriate language or conduct
- add your own.

Reporting concerns

Workers are encouraged to report concerns early where safe to do so.

Reports can be made to:

- [Supervisor/Manager/Contact person].

Response to concerns

[Business name] will:

- take reports seriously
- respond appropriately
- assess risks to health and safety
- take action where required.

Responses may include:

- select any of the below or add your own
- informal resolution
- facilitated discussions
- workplace adjustments
- formal investigation
- disciplinary action.

Responsibilities

Everyone in the workplace has a responsibility to contribute to a respectful workplace environment.

Review

This policy will be reviewed:

- every [12 months/2 years]
- following significant workplace changes
- after serious incidents in the workplace.

X

[Name, Position]

[Date]