# Template: Bullying policy

*<remove this section once your policy is complete>*

The following template is a starting point for you to create a bullying policy. You can change it to suit your specific workplace needs.

Included in each section are prompts to <insert> information. Simply replace the words in red with the information requested. Some sections give prompts to <remove/add/delete as applicable>.

After you have drafted your policy, it’s a good idea to circulate it to your workers for their input. You could do this through your staff intranet site, email distribution list or written memo. Remember to include workers who don’t have regular access to internet and email (for example, remote/field or maintenance staff) and any contractors.

Once the policy is finalised and signed off by senior management, all employees should receive a copy. The policy should also be included in any orientation material that is given to new employees.

When writing a policy, we recommend you check other sources including codes of practice and Australian Standards:

* WorkSafe Tasmania: [worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)
* Safe Work Australia: [safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
* Standards Australia: [saiglobal.com](file:///C%3A%5CUsers%5Cegyler%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CCRSRSRF9%5Csaiglobal.com)

For more information on bullying see:

* <https://www.worksafe.tas.gov.au/topics/Health-and-Safety/healthy-workplaces/wellbeing-a-z/bullying>

# Bullying policy for <insert organisation name>

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| --- |
| Aim |
| This policy explains:* our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors
* our commitment to complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*
* that reports of bullying are taken seriously, and bullying will not be tolerated in this workplace
* how we will deal with bullying in the workplace.

This policy applies to everyone at <insert organisation name>. |
| Definition |
| Bullying is repeated, unreasonable behaviour directed towards a worker or group of workers. It creates a risk to personal and work health and safety. |
| Responsibilities |
| PCBUs/managers must ensure that workers are safe at work and free from risks to their health and safety. This means that they must not bully their workers, and must take reasonable steps to ensure that it doesn’t occur in the workplaces under their control.Workers also have a responsibility to take reasonable care for the health and safety of their co-workers, which means they can’t bully others. |
| 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. <insert organisation name> expects 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.

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; for example at conferences and work-related social functions
* on social media where workers interact with colleagues or clients and their actions may affect them either directly or indirectly.
 |
| Managing bullying |
| <insert organisation name> will identify all workplace factors that allow bullying to occur, and use the hazard management process to eliminate bullying. <insert organisation name> will consult with workers, health and safety representatives and/or the work health and safety committee on this issue. <Outline the specific actions you will take to address any factors in your workplace that could allow bullying to occur, such as unreasonable schedules or organisational change.> |
| Reporting bullying |
| If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue with your supervisor, health and safety representative, or other manager within <insert organisation name>. You may also raise any issues with your union representative. If you witness unreasonable behaviour, you should bring the matter to the attention of your manager as a matter of urgency. |
| Investigating bullying |
| <Outline the procedures you will use to investigate reports of bullying. This may include using someone from outside the workplace to ensure independence and impartiality.> |
| Disciplinary action |
| If anyone is found to breach this policy, management will <outline the specific actions you will take; for example, giving a formal warning, followed by referral to counselling or training, transferring the bully to a work area away from the victim, suspension, and finally, dismissal.> |
| If bullying has not been substantiated |
| If the investigation finds bullying has not occurred or cannot be substantiated, <insert organisation name> may still take appropriate action to address any workplace issues leading to the report. |
| Information and support |
| <insert organisation name> will provide regular training and information about the effects of bullying on personal and work health and safety, and on the components of this policy.<Include any support, whether internal or external, that you can provide workers experiencing bullying.> |
| Start date and review |
| <insert organisation name> will consult with workers to review this policy on a regular basis or at least every three years, and will advise workers of any changes. |
| Authorised |
| Name <for example, health and wellbeing co-ordinator>: | Manager <for example, general manager>: |
| Signature: | Signature: |
| Date: | Date: |
| Date of next review: |