**TEMPLATE FOR AN ANTI-BULLYING POLICY**

This template should be adopted with careful consideration by the business or undertaking. Consultation and discussion with workers and HSRs/HSCs and unions (if relevant) should take place before rolling out the policy.

The policy should be supported by a good implementation process, and workers should be trained in both the policy and processes.

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| After discussions involving all workers which led to general agreement, Company X puts on record that bullying at work has the potential for:  > serious consequences  > an individual to experience health problems, loss of self-esteem and performance ability  > divisions in the workplace to occur as people take sides  > financial and productivity losses for workers and the company. |
| **Bullying defined**  Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm.  Repeated behaviour is persistent and can include a range of actions.  Unreasonable behaviour covers actions which a reasonable person wouldn’t do in similar circumstances, including victimising, humiliating, intimidating or threatening a person.  A single incident isn’t considered bullying but can escalate if ignored. Managing performance in line with business policies and processes is not bullying. |
| **Company X will do the following to minimise and respond to workplace bullying.  Senior management and the board of directors will minimise workplace bullying by**:  > establishing respect for the broad range of human values and character strengths required for this organisation to survive  > actively looking for ways to create a positive workplace (‘healthy work’) that workers feel is pleasant, fair, rewarding and positively challenging  > encouraging positive leadership styles and investing in our managers to achieve this  > training key workers to receive bullying reports and give support and advice  > directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the organisation  > providing workers who believe they’ve been bullied with a range of options to resolve the issue  > promoting low-key solutions before formal actions where appropriate  > aiming to repair the working relationship and promote positive work values  > openly discussing bullying, in both formal and informal settings, and providing information and training about it  > identifying factors that contribute to bullying, and putting effective control measures in place  > ensuring our processes and systems are fit for purpose and regularly reviewed  > having regular worker surveys on our work culture. |
| **Workers agree to:**  > tell their managers if they experience or see any bullying behaviours – if the manager is the person behaving in a bullying manner then advise (name other contacts)  > try low-key solutions (eg talking to the person initially (if safe to do so))  > follow the company’s informal or formal processes when making a complaint  > keep an eye out for other people, providing support when seeing a person being isolated or experiencing reprisals  > accept that perceptions of bullying may need to be negotiated. |

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| **Managers agree to:**  > ensure workers have clarity on what their roles entail  > intervene early to call out and deal with any unreasonable behaviour before it escalates  > record and investigate complaints fairly and in line with the business or undertaking's policies and processes  > look for informal solutions before escalating an issue to higher levels (eg mediation or investigation) where appropriate. |
| **When dealing with an allegation of bullying our company will:**  > treat all matters seriously and investigate promptly and impartially  > ensure neither the person who complained nor the alleged bully are victimised  > support all parties involved  > find appropriate remedies and consequences for confirmed bullying as well as false reports  > communicate the process and its outcome  > ensure confidentiality  > use the principles of natural justice  > keep good documentation  > have specialist external advisors available to help. |
| **This policy was developed by** *<add relevant people (eg representatives from the board of directors, senior management, line managers, workers, HSRs/HSCs and unions) >****.*** |