

NO BULLYING POLICY

These sample policies can be used to assist you in developing a workplace no bullying policy. Every workplace should develop a no bullying policy. A written workplace policy sets out standards of behaviour and makes a clear statement that inappropriate behaviour will not be tolerated. It also supports other risk control measures, such as a workplace procedure that outlines how reports of bullying will be dealt with.

The owner of a vehicle repair workshop developed the following no bullying policy in consultation with his six workers.

X Car Repairs

NO BULLYING POLICY

This is a bullying and violence-free workplace. Bullying is unreasonable behaviour that is repeated over time, directed towards a worker, or group of workers, that creates a risk to health and safety. It includes behaviour such as screaming at someone, initiation practices, interfering with repair-work processes and putting down someone's opinions.

Bullying is not an acceptable part of this company's work culture. Single incidents of unreasonable behaviour can also create a risk to health and is also not acceptable as part of this company's work culture.

If you are being bullied, or see others being bullied at work, you must report it as soon as possible. Report to your supervisor, or if this is not possible, to <contact person's name>, the contact person for this policy.

No one who reports bullying will be victimised and reports will be investigated quickly and fairly. Violence between workers is not tolerated under any circumstances.

Supervisors are responsible for ensuring that no person in their work group is bullied, threatened or physically hurt by other workers.

Signed: _____ Date: _____

An accounting firm developed the following policy in consultation with its 20 workers.

XYZ & Associates

NO BULLYING POLICY

XYZ & Associates believes all its workers should be able to work in an environment free from bullying.

Bullying is repeated, unreasonable behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Single incidents of unreasonable behaviour can also create a risk to health and safety. Managers and supervisors must ensure workers are not bullied.

Bullying in the workplace may cause the loss of trained and talented workers, reduce productivity and morale, and create legal risks.

XYZ & Associates has procedures to deal with bullying in the workplace. All reports will be treated seriously and investigated promptly, confidentially and impartially. XYZ & Associates encourages all its workers to report bullying in the workplace.

Managers and supervisors must ensure that workers who make reports, and anyone else who may be involved, are not victimised. Disciplinary action may be taken against anyone who bullies a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The contact person for bullying at this workplace is *<contact person's name>*.

Signed: _____ Date: _____

Catalogue No. **WC02239** WorkCover Publications Hotline **1300 799 003**



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