

‘NO BULLYING’ POLICY EXAMPLES

Example 1

..... is a bullying free workplace.

..... is committed to providing all employees with a healthy and safe workplace free from bullying and intimidation. Bullying is not an acceptable part of our work culture. Bullying can harm a person’s health and well being.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviour such as: deliberately changing work rosters to victimise particular employees, verbal abuse, initiation practices, sabotaging someone’s work and ridiculing someone’s opinions.

Anyone who experiences or witnesses bullying should report it as soon as possible. When bullying is reported, it will be investigated quickly and in accordance with our procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

Every manager and employee has a responsibility to comply with this policy and to treat everyone who works here with dignity and respect.

Signed: The employer

Example 2

The..... Company is committed to providing all employees with a healthy and safe work environment free from bullying.

Bullying is repeated unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- excluding someone from workplace activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- humiliating someone through sarcasm or insults
- intimidation

TheCompany expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

We encourage all employees who experience bullying to report it. When bullying is reported, it will be seen as a serious matter and will be investigated in a timely manner. The reporting and investigation procedures for dealing with bullying are set out in the personnel manual, as are disciplinary and appeals procedures. Managers and supervisors have a responsibility to ensure employees are not bullied.

Signed Chief Executive Officer