



Workplace Bullying Policy

Review Procedure	2
Document Control	2
Distribution Record Register	2
Amendment Record Register	2
References and Applicable Documents	2
References	2
Standards and Guidelines	3
Workplace Bullying Policy	4
Responsibilities	5
Workplace Bullying Procedure	6

Disclaimer: This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

Responsibilities

The Organisation is responsible for ensuring that:

- Xyz Company Proprietary Limited provides a safe workplace for all people where there is a demonstrated zero tolerance for proven workplace bullying behaviour;
- there are an effective Workplace Bullying Procedure and support mechanisms in place;
- all workers are trained and familiar with the Workplace Bullying Procedure;
- conduct a review of the Workplace Bullying Procedure as required.

The HSR/OHS Manager/Coordinator is responsible for:

- maintaining and reviewing the Workplace Bullying Procedure as required;
- ensuring all workers understand and are familiar with the Workplace Bullying Policy and Procedure
- assisting workers with informal or formal notifications and resolutions of workplace bullying matters or concerns;
- informing and consulting with *(name of the Organisation)* regarding any reported workplace bullying matters or concerns as necessary;
- be familiar with relevant investigation procedures;
- remain impartial and treat all cases fairly;
- manage each case in a confidential and timely manner;
- Respond to all reported cases;
- ensure prompt referral to support/mediation;
- oversee controls and follow-up as required;
- maintaining records required by legislation relating to workplace bullying.

Managers/Supervisors are responsible for:

- identifying any inappropriate behaviour in the workplace that may lead to workplace bullying;
- ensuring workers understand what appropriate and inappropriate behaviour in a workplace in respect of workplace bullying is;
- assisting workers with informal notifications and resolutions of workplace bullying matters or concerns as required;
- informing and consulting with (HSR/OHS Manager) regarding any reported workplace bullying matters or concerns as necessary;
- maintaining records required by legislation relating to workplace bullying.

All workers are responsible for:

- ensuring their behaviour in the workplace is appropriate for the work environment at all times;
- not acting in a manner which could be considered or interpreted as being workplace bullying against others;
- following reasonable directions in respect of workplace bullying while working at Xyz Company Proprietary Limited;
- cooperating with investigations and follow-ups regarding bullying issues and complaints as required;
- reporting bullying to a supervisor and complete Incident Report Form, Investigation Checklist and Action Report Form.