**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) >****.*** |