**CHECKLIST: WHAT YOUR BULLYING POLICY SHOULD**

**INCLUDE**

Your workplace bullying policy should:

❏ Define bullying and provide examples of bullying behaviour.

❏ Clearly state, with examples, that reasonable management action is not bullying.

❏ State your commitment to preventing bullying.

❏ Set out the standards of appropriate behaviour.

❏ Describe a process to encourage reporting, including contact points.

❏ Outline the consequences for not complying with the policy.

❏ Include a complaints process that:

* is written in plain English (and any other necessary language);
* ensures the fair and independent resolution of complaints as quickly as possible;
* ensures privacy and confidentiality;
* allows workers to make a formal or informal complaint;
* prevents the complainant from being victimised;
* sets out the chain-of-command responsibilities; and
* identifies external avenues if the grievance remains.

❏ Be regularly reviewed and updated as required to ensure that its effectiveness is maintained.

**Important:** For a workplace bullying policy to be effective, all employees should be aware of the policy and the complaints process. This requires proper induction and refresher sessions. It also requires that the policy can be easily accessed by employees, e.g. on the intranet or on noticeboards.