

# ANTI-BULLYING POLICY

**Insert Your Company** is committed to providing and maintaining a healthy and safe workplace free of bullying. Accordingly, no form of bullying will be tolerated at a **Insert Your Company** workplace and disciplinary action will be taken against anyone who engages in any form of workplace bullying.

A worker is bullied at work if:

- A person or group of people repeatedly act unreasonably towards them or a group of workers.



# SAMPLE

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A single incident of unreasonable behavior is not workplace bullying. However, if it can be repeated or inevitable, it should not be ignored.

Bullying can also occur unintentionally, where actions that are not intended to bully do actually have that effect. A person's intention is irrelevant when determining if bullying has occurred.

A person who believes that they have been subjected to workplace bullying should report the incident to management at **Insert Your Company** and reports of bullying will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent that it is practicable and appropriate under the circumstances.

**Insert Your Company** will take disciplinary action if it is determined that the accused party has breached the anti-bullying policy. Conversely, if it is found that the complainant is malicious, vexatious or vindictive in nature, the complainant may be subject to disciplinary procedures.

If any person directly involved in a workplace bullying investigation is dissatisfied with the way a complaint has been dealt with by **Insert Your Company**, the person can seek further advice from an outside agency, such as the **Insert Your Company** **Insert Your Company** or its equivalent in your State or Territory.

Legitimate action that is carried out reasonably is not bullying. For example, a manager can:

- Make decisions about your performance.
- Take disciplinary action.
- Direct and control the way work is carried out.

The anti-bullying policy is not limited to the workplace or work hours and shall extend to all work functions and places that are work-related.

Manager

Reviewed **Insert Your Company**