# Bullying / inappropriate behaviour policy

This policy:

* outlines the appropriate behaviour expected in the workplace
* explains how we will deal with inappropriate behaviour in the workplace
* applies to everyone at (your business name).

## Examples of appropriate behaviour:

* acting in an honest, professional and courteous manner using respectful language
* reasonable management action carried out in a reasonable manner
* recognising and valuing the contribution of each team member and supporting people of all backgrounds and identities
* when conflict occurs, work to resolve the issue in a calm and professional manner.

## Examples of inappropriate behaviour:

* workplace bullying is repeated, inappropriate behaviour directed towards a worker or group of workers that creates a risk to health and safety
* sexual harassment is unwelcome sexual conduct of any kind
* harassment is unwelcome behaviour that intimidates, offends or humiliates a person
* discrimination is any selection, exclusion or preference made on the basis of an individual’s gender, race, sexuality, ethnicity, age, race, religion, disability (including physical, intellectual, psychiatric, sensory, neurological or learning), marital status, pregnancy, political affiliations or beliefs and membership of an organisation or association.
* aggression and violence
* impairment by alcohol or other substances.

## Responsibilities:

* PCBUs/managers must demonstrate appropriate behaviours and take reasonable steps to ensure that inappropriate behaviours don’t occur in the workplaces under their control
* Workers are responsible for ensuring that they demonstrate appropriate behaviours and discourage inappropriate behaviour by refusing to participate in this behaviour, reporting any experiences of this behaviour and supporting co-workers in saying ‘no’ to this behaviour.

## Managing inappropriate behaviour:

* (Your business name) will identify all workplace factors that allow inappropriate behaviour to occur, and to eliminate these risks, or it that is not reasonably practicable, minimise the risks so far as is reasonably practicable
* (Outline the specific actions you will take to address any factors in your workplace that could allow inappropriate behaviour to occur, such as unreasonable schedules or organisational change).

## Reporting inappropriate behaviour:

Follow the Grievance Resolution Procedure and associated Grievance Report Form.

## Disciplinary action:

If anyone is found to breach this policy, management will (outline the specific actions you will take; for example, giving a formal warning, followed by referral to counselling or training, suspension, and finally, dismissal).

## Information and support:

* Your business name) will provide regular training and information about the effects of inappropriate behaviour
* (Include any support, whether internal or external, that you can provide workers.

## Policy authorised by

Name

Signature

/ /

Date signed

/ /

Review date