



BULLYING

In the video, Dave learns that bullying can occur at all levels in an organisation, including from outside the company, such as from customers. Dr Cotton shows him what to look for, and the importance of taking swift action. Use this checklist to review your workplace to prevent bullying, and to identify areas where you can take preventative action.

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Rate Your Workplace – Bullying Checklist

Areas of focus	Yes	No	Comment
Workplace culture & environment			
Senior management has articulated a zero tolerance for bullying.			
Employees know how to report possible incidences of bullying.			
Management styles contribute to a positive, inclusive and supportive workplace culture.			
Managers are inclusive of all staff for work related events.			
Negative behaviours are identified early and acted upon by Supervisors/Managers promptly.			
Regular 'temperature check' surveys are undertaken – such as employee opinion surveys.			
Feedback from the staff development and appraisal process is recorded, and acted upon.			
HR data is reviewed regularly for patterns of complaints, and reasons for absenteeism are monitored.			
There is an open communication culture – worker/ management forums are held regularly, information is shared.			
Recruitment, selection & induction			
We clearly outline our workplace values and what behaviour is expected to new employees.			
Training is offered consistently to employees, including interpersonal skills training, if required.			
We have clear processes and procedures for selection, transfer, promotion, retrenchment and dismissal – applied fairly and consistently.			
Employees are inducted into our code of conduct and bullying & harassment policies/ procedures.			

Areas of focus	Yes	No	Comment
Performance management			
Our organisational values and behavioural expectations are part of standard performance management discussions.			
Discussions are performance-focused rather than on the person.			
Employees are offered the opportunity to explain their behaviour.			
All performance management meetings are documented.			
Progress is monitored, with follow-up reviews scheduled.			

Complaint investigation			
Complaints are taken seriously and are investigated promptly, in a respectful way.			
Neutrality and confidentiality is maintained, the process is transparent.			
Mediation is made available to resolve workplace conflict.			
Communication is maintained with the employees involved.			
Documentation is kept.			
Clear response times to the initial complaint are set.			
A follow up schedule is set for all people involved in the complaint.			

What are the priority areas we're going to work on?

Focus area & action plan	Review by
1.	
2.	
3.	

Completed by:

Date: