

## Sample bullying and harassment policy topics for small business

As with all policies within an organisation, they are only as good as they are consistently applied and lived within your organisation.



All employees should have the opportunity to be consulted in the development of a new policy and provided with a genuine opportunity to give their feedback and input. Once finalised, it is important that training is provided to give people a good understanding of how the policy affects them.

Below provides sample topics you may wish to include in a bullying and harassment policy for a small business. You may like to consider implementing the following as a starting point for your own policy:

- 1. Definition:** We define bullying and harassment as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety<sup>1</sup>.
- 2. Prohibition:** We prohibit all forms of bullying and harassment in the workplace, including but not limited to, physical, psychological, verbal, and sexual harassment.

1. SafeWork (2016). Guide for Preventing and Responding to Workplace Bullying.

**3. Reporting:** We encourage employees who have experienced or witnessed bullying or harassment to report it immediately to a supervisor, manager, or the business owner. We will investigate all reports of bullying and harassment promptly and take appropriate action.

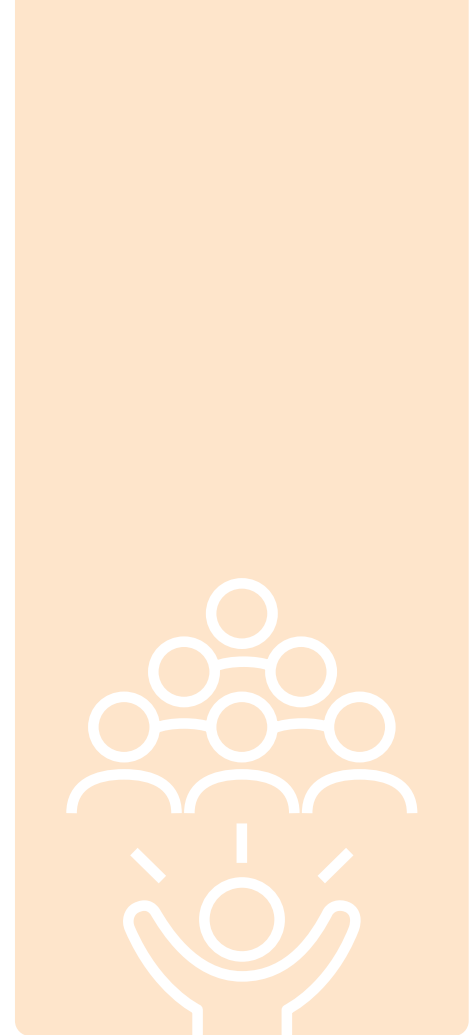
---

**4. Confidentiality:** We will respect the confidentiality of all parties involved in a report of bullying or harassment to the extent possible, while also conducting a thorough investigation. Failure to maintain confidentiality may lead to employees mistrusting the reporting process. Confidentiality should be considered in what information, how and to who it is communicated<sup>2</sup>.

---

**5. Retaliation:** We prohibit retaliation against any employee who reports bullying or harassment or participates in an investigation. We will take immediate action to address any retaliation that occurs.

---



2. SafeWork. Guide for Preventing and Responding to Workplace Bullying.



**6. Consequences:** Employees who engage in bullying or harassment will face disciplinary action. The action taken will be dependent on the nature and circumstances of each breach<sup>3</sup>. We will also take appropriate action to address any contributing factors, such as mandatory training or counselling.

---

**7. Prevention:** We are committed to preventing bullying and harassment in our workplace by promoting a positive and respectful workplace culture. We will provide regular training to employees on what constitutes bullying and harassment and how to prevent it.

---

This policy is a statement of intent and implemented as a procedure or protocol. By implementing this policy, we intend to create a safe and respectful workplace for all employees.

3. SafeWork. Guide for Preventing and Responding to Workplace Bullying.

This information was sourced and adapted from a variety of resources from industry associations and safety regulators. The content has been developed for general guidance and information purposes only. While reasonable care is taken to keep the content updated, icare makes no warranties of any kind about its accuracy, currency or suitability for any particular purpose. icare will not be liable for loss or damage that results from the use of this content.