

Guide to Developing an Anti-Bullying Policy

An anti-bullying policy should outline an organization's expectations of workplace behavior and give everyone confidence that reports of bullying will be taken seriously. A policy can be brief or more detailed, depending on the organization's needs and size. It should include the following:

- The organization's commitment to providing employees with a safe and healthy work environment free from workplace bullying or harassment.
- A statement that all employees are entitled to be treated with dignity and respect by their colleagues, superiors and clients, and therefore bullying is inappropriate and will not be tolerated.
- A definition of bullying with examples of bullying behavior.
- A statement that bullying causes risk to the health and safety of employees.
- A commitment that bullying allegations will be treated seriously and investigated promptly, confidentially and impartially.
- A statement that supervisors and managers are responsible for making sure bullying does not occur in their work areas.
- Encouragement to workers who experience or witness bullying behavior to report it and education about how reporting it is a legitimate and positive contribution to workplace well-being which ensures that employees who make complaints are not victimized.
- An outline of the types of disciplinary action that will be taken against a person who:
 - Bullies or harasses a worker,
 - Victimized someone who has made a complaint,
 - Makes malicious complaints.
- The name and contact details for a Contact Officer, if one has been appointed.



The policy should be displayed in the workplace and should be supported with procedures that allow the policy to be implemented, such as complaint handling, investigation and issue resolution procedures.

Where possible workplace bullying should also be addressed elsewhere in the organization, such as in the strategic plan, job selection criteria, performance management, EEO policy, OHS policy and industrial agreements.

First Sun EAP has a team of highly trained Certified Employee Assistance Professionals who can help assess threats and warning signs of workplace bullying and the best response to protect your workers. Our staff is ready to assist you in educating your staff and developing policies for your workplace. Give us a call toll free, **800-968-8143** or in Greater Columbia, **803-376-2668**. For more information on this topic as well as other risk management situations, please visit our website.