

# **FREE TEMPLATE: *ANTI-BULLYING POLICY FOR WORKPLACES***



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# Workplace Anti-Bullying Policy

Organisation: \_\_\_\_\_  
Policy Ref: \_\_\_\_\_  
Effective From Date: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_

## Organisation Details

Provide details of your organisation, name, address, nature of business etc.

## Purpose

Outline the purpose of this anti-bullying policy — for example:

*The purpose of this policy is to provide a safe, secure working environment free from bullying and intimidation. As an employer, we have a duty of care towards all employees and we take our responsibilities very seriously.*

## Scope

Who does this policy apply to, who is governed by it etc — for example:

*This policy has been established to ensure \_\_\_\_\_ is a safe, bully-free workplace and it applies to all staff, visitors, contractors, customers, suppliers and any other person who comes in contact with this organisation.*

## Definition of Bullying

Provide a definition of bullying/cyberbullying — for example:

*Bullying is a pattern of unacceptable behaviour carried out by an individual or group over a period of time which makes the target of bullying feel uncomfortable, intimidated, degraded, humiliated, insulted and/or offended.*

*Cyberbullying is a form of bullying which takes place via information technology and the internet including social media, texts, emails, instant messages etc.*

For a more detailed definition of bullying and cyberbullying, see ‘Bullying in the Workplace’ pages 10 & 18—***Bullying in the Workplace (2022) All Resources***.

## Definition of Harassment

Provide a definition of harassment — for example:

*Harassment is unwanted and unacceptable behaviour which may include, but is not limited to, offensive jokes, slurs, name calling intimidation, insults, ridicule or mockery. Unlike bullying, which occurs over a prolonged period, a one-off incident can be classed as harassment.*

For a more detailed definition of harassment, see ‘Bullying in the Workplace’ page 40—***Bullying in the Workplace (2022) All Resources***.

In both cases, bullying and harassment can take place online and offline.

## Behaviours that Are not Tolerated

Provide a list of behaviours that are examples of bullying, cyberbullying and/or harassment and which will not be tolerated by your organisation — for example:

*The following types of behaviours constitute bullying/harassment and are therefore unacceptable to the organisation:*

- *Spreading malicious rumours with the intention of damaging someone’s reputation and encouraging others to join in.*
- *Insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation, religion or belief) with the intention of embarrassing them in public.*
- *Exclusion or victimisation on a regular basis—excluding someone from team events, meetings and social events and encouraging others to stop all contact with the target.*

For a more detailed list of unacceptable workplace behaviours, see ‘Bullying in the Workplace’ pages 16–22—***Bullying in the Workplace (2022) All Resources***.

# Tackling Claims of Bullying and Harassment

Outline the process for dealing with bullying once it has been reported — for example:

*When someone reports a case of suspected bullying or harassment (either they are being bullied or they have witnessed bullying), we will follow these guidelines:*

- 1. If it is established that bullying has occurred, the matter should be reported to someone in an HR or management position or to the anti-bullying coordinator (if there is one).*
- 2. Initially the matter should be dealt with informally to establish whether it can be resolved amicably (e.g. it was a one-off incident or a misunderstanding) with the aim of reconciliation so that the parties can move on.*
- 3. If the matter cannot be dealt with informally, mediation is the next step. Both parties must agree to mediation in order for it to be successful. Mediation must be carried out by a manager or HR professional.*
- 4. If mediation is unsuccessful, a formal investigation will be carried out.*

*Note — The above is a very condensed version — your process must be more detailed and may reflect your organisation's procedures for dealing with disciplinary hearings and matters of gross misconduct.*

*For a more detailed outline of dealing with workplace bullying, see 'Bullying in the Workplace' page 32 — **Bullying in the Workplace (2022) All Resources**.*

## Responsibilities

Outline the people responsible for implementing the policy, investigating and dealing with bullying, updating the policy etc — for example:

*The following people are responsible for the following areas relating to this policy:*

***Ensuring the policy is adhered to and implemented throughout the organisation:***

*Name:* \_\_\_\_\_

*Position:* \_\_\_\_\_

***Investigating and dealing with all incidences of bullying (including cyberbullying) and harassment:***

Name: \_\_\_\_\_

Position: \_\_\_\_\_

***Ensuring the Anti-Bullying & Harassment Policy is kept up-to-date with current legislation:***

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Your anti-bullying policy must be fully accessible to all staff and outline how and to whom they can report any incidences of bullying against themselves or a co-worker.

We hope you found this free template useful.

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