

BULLYING HEALTH CHECKLIST FOR EMPLOYERS **Bullyology**

This checklist will help you determine whether you and your business are compliant with bullying laws.

PART A: Workplace Policies & Procedures	Yes	No
Does your business currently have a comprehensive workplace bullying and dispute resolution/investigation procedure in place? .		
<i>Note: If you answer no, you and your business face significant risks under bullying laws. Please proceed now to Part B of this checklist</i>		
Have you recently reviewed both your policy and procedure to ensure they will be effective under state laws?		
Is your policy and your procedure widely understood by all those who work within your business? If Yes, How do you know?		
Does the policy clearly define what is and is not workplace bullying		
Does the policy make it clear that disciplinary action will be taken against any person found to be engaging in workplace bullying?		
PART B: Training & Awareness	Yes	No
Do your managers and those engaged in your workplace understand their rights and responsibilities under the bullying laws?		
Have you ensured that business owners, directors and others with legal responsibilities understand all their responsibilities?		
Do all those engaged in your workplace understand that bullying will not be tolerated?		
Have new managers also received training in management skills? For example, people management skills		
PART C: Managing Claims	Yes	No
Do your managers know what to do if a formal bullying claim is made?		
Have you ensured that your processes for handling and investigating bullying will meet the Fair Work Commission's requirements?		
Are you confident that your processes will not expose your business to further claims of either 'victimisation' or 'adverse action'?		
Does your business have systems in place to ensure all claims remain confidential?		

If you answer **No** to any of the checklist questions below, we strongly recommend you seek professional advice from the team at **Bullyology**.

Please note: All information provided is professional advice only and does not constitute legal advice.