

Diversity Australia

All Genders | All Ages | All Cultures

How to beat WORKPLACE BULLYING



Top tips for creating and maintaining a healthy work environment whilst minimising workplace bullying and harassment

- **Establish a policy or procedure** that is visibly supported by senior management and seeks to define workplace bullying. Provide a clear statement outlining that such behaviours are unacceptable under any circumstances and will not be tolerated by anyone at any level of the organisation.



- **Develop robust job descriptions** that clearly show the delineation between work-related tasks and expected organisational behaviours and implement a set of appropriate measures for team and individual performance.

- **Build a positive workplace culture** that promotes respect and dignity from a platform of strong organisational values. Provide benchmarks for success such as regular measurement of workplace culture. Review policies and processes with staff to ensure they are fit for purpose and support employees to seek a resolution.

- **Be transparent.** Ensure there is a clear and simple reporting system for incidents of workplace bullying and harassment, with nominated contacts and access to mediation if required.



- **Implement an ongoing system of training** around workplace bullying with appropriate levels of support for managers and employees as well as Human Resources personnel. Ensure there are sufficient individuals who are trained to deal with workplace bullying and actively adhere to established policies and procedures.



- **Promote respect and understanding of difference.** Educating your employees about workplace diversity and cultural norms is a good platform for building an inclusive working environment. Appreciating difference in the workplace will allow for better employee interactions and will encourage a culture where everyone feels respected and valued.

For more information and details about relevant training opportunities visit our website www.diversityaustralia.com.au