WORKPLACE BULLYING

AND VIOLENCE

Bullying is repeated unwelcome behaviour, mostly using unwarranted or invalid criticism, directed toward a person or group of people. Instances of workplace bullying have the deliberate intent of causing physical and psychological distress to others and it might include one of or a number of the following behaviours:

1. Manipulation
2. Intimidation
3. Belittling remarks
4. Unreasonable persistent criticism which is not part of a management performance process
5. Loud and aggressive attacks or more subtle intimidation such as constant criticism of a trivial nature,
6. Verbal and physical abuse, for example, shouting and throwing objects
7. Isolation from colleagues,
8. Refusing to delegate or the withholding of information employees need to perform their job,
9. Removing responsibility and/or imposing menial tasks

### BULLYING IN THE WORKPLACE CAN TAKE PLACE BETWEEN:

1. A worker and a manager (or supervisor)
2. Co-workers, including trainees
3. A worker and another person in the workplace

### BULLYING DOES NOT INCLUDE:

1. Occasional differences of opinion, and non-aggressive conflicts and problems in working relations,
2. Workplace counseling, managing under performance.

Anyone who experiences or witnesses bullying should report it as soon as possible to a [Company Name] representative in accordance with our grievance procedures. Any reports of workplace bullying and violence will be treated seriously and impartially.