



Steps you can take to prevent bullying and harassment in your business



- 1 Take snapshot samples of your workplace culture** to identify any aberrant pockets. (And consider using these snapshots as a baseline for later cultural analysis.)



- 2 Implement or improve** your bullying and harassment grievance procedures and policies.



- 3 Review your induction training packages** to ensure that workplace values are well known.



- 4 Train staff, managers and line managers** to uphold appropriate workplace values and identify and eliminate inappropriate behaviour.



- 5 Take decisive action against** any employee found to have breached workplace values.



- 6 Develop processes that capture workplace grievances quickly** and advance them within an internal dispute resolution process (that avoids disputes leaking into the Fair Work Commission). These include:
 - a.** swiftly investigating any claims (through either a documented informal or formal investigation);
 - b.** preventing any chance of retaliatory action by the alleged perpetrator during the course of any investigation; and
 - c.** providing flexible options to resolve the dispute, ranging from offers of apology, adjustments to working arrangements and informal mediations, through to formal disciplinary action.