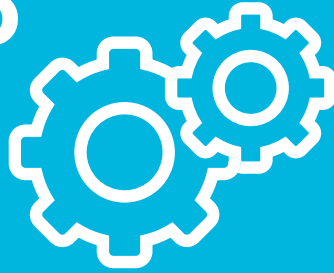


BUILDING EFFECTIVE BULLYING AND HARASSMENT POLICIES



01

Review. Review. Review.

Reviewing workplace policies is important!

Among other things, policies are one way to assess a business for legal compliance; but they're much more than that. Check:

- *Are they fit for purpose?*
- *Do they reflect the latest amendments to WHS and employment law?*
- *Are there any emerging gaps? (eg psychosocial risks)*



Plain language.

Need a new policy or need to make an amendment?

A good policy sets up expected standards of behaviour within the workplace and is easily understood. Clear and simple is best.

Tip! Policies should cover contractors, temporary staff, clients and visitors and should include examples.



02

Flexible.

Policies should not be contractual in nature.

This allows for easy updating of the policy without having to seek the consent of employees as parties to the contract.

03

04

Communicate.

Don't change policies in absentia!

It's all well and good updating policies to reflect changes to the law but without communicating those changes to employees, the policy is worth about as much as an empty bit of paper.

Train. Train. Train.

Conduct continuous training in work health and safety policies, beyond just having an employee sign an agreement at the commencement of employment.

Where possible, conduct the training face-to-face. Although, if required, online courses and modules will suffice.

05

