



Bullying behaviour

If you answer yes to these questions, maybe your workplace is one where there is a risk of bullying behaviour

Is this your Workplace?

- | | |
|--|--|
| Unreasonable demands or impossible targets | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Restrictive and petty work rules | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Being required to perform tasks without adequate training | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Being forced to stay back to finish work or additional tasks | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Compulsory overtime, unfair rostering or allocation of work | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Constant, intrusive surveillance or monitoring | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| No say in how your job is done | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Interference with personal belongings or sabotage of work | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Shouting or abusive language | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Open or implied threat of the sack or demotion | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| People afraid to speak up about conditions, behaviours, or health and safety | Yes <input type="checkbox"/> No <input type="checkbox"/> |



Bullying behaviour

The legal definition of ‘bullying’ requires that the behaviours be repeated, but the behaviours can be a range of behaviours.

Of course, many of these behaviours are a risk in themselves, and should not be ignored.

Have you experienced or witnessed intimidation, victimisation, or bullying in the workplace?

Experienced	Yes	No
Witnessed	Yes	No

1. If you answered Yes to either of the above questions, what form did the behaviour take?
 - Verbal abuse (offensive language, inappropriate or insulting comments)
 - Excluding or isolating employees
 - Refusing to give employees sufficient work
 - Assigning meaningless tasks unrelated to the job
 - Giving employee’s impossible assignments or targets
 - Undermining work performance
 - Deliberately withholding necessary information
 - Supplying incorrect information
 - Expecting work to be done without adequate training
 - Changing work rosters to inconvenience individual employees
 - Constant intensive surveillance or monitoring
 - Constant and unjustified criticism of a worker’s performance or abilities
 - Imposing restrictive and petty work rules
 - “Bad mouthing” employees
 - Unreasonable delay in processing applications for training, leave or payment of wages
 - Open or implied threats of the sack or disciplinary action
 - None of the above
2. When did the bullying occur?
 - Last 6 months
 - Last 2 years
 - Still a problem
3. Do you think the bullying has got worse? Yes No
4. How many people are bullying?
 - One
 - More than one
5. Who is/was responsible for the bullying?
 - Line manager
 - Higher manager
 - Same classification
 - Lower classification



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7. Who would you approach if you were concerned about an incident of bullying?

- Manager
- Personnel
- Union rep
- Other (specify) _____

8. Have you reported the bullying?

- | | | | |
|--------------|-----------------------|-----|----|
| • Formally | Was any action taken? | Yes | No |
| • Informally | Was any action taken? | Yes | No |

No it has been reported.

10. Did you take sick leave as a result of the bullying? Yes No

How much leave did you take?

- Less than 2 days
- 2 – 5 days
- 5 – 10 days
- More than 10 days

11. If you took leave, did you apply for WorkCover Compensation? Yes No

- | | | |
|--------------------------------|-----|----|
| • Was the claim successful? | Yes | No |
| • Still waiting on the outcome | | |

12. Did it affect the way you perform your duties? Yes No

13. Are you aware of any established procedures in your agency to deal with incidents of intimidation, victimisation, or bullying? Yes No

Do people use those procedures? Yes No

Does your workplace adhere to these procedures? Yes No

14. Has your employer provided training on policies, including what constitutes appropriate and inappropriate workplace behaviour and grievance procedures? Yes No

15. Would you like further information on workplace bullying? Yes No

Name (optional)

Workplace.....