



Bullying can be very stressful and keeping a diary may help you to decide how to deal with bullying. Documenting the behaviour in detail in a diary will assist you in raising the issue in the workplace.

A sample of the a diary page is below. If you think you or Members at your Department/Agency will find this tool useful, we can supply you with a full diary booklet. You should record the time and date of each incident and details of:

- » what you are doing at the time of the bullying behavior
» what was done by the bully
» what was said by the bully in the first person e.g. "he said", "she said" and "I said"
» write down all the relevant facts as clearly as possible
» the names of any witnesses

The use you make of the diary is open, but it is important is that you produce a factual and contemporary record that you can use to support your complaint.

Workplace bullying is a health hazard

Workplace bullying is behaviour, often repeated, by one or more employees, that humiliates, victimises, undermines or threatens another employee or employees, and thereby creates a work related risk to personal health or safety.

The following types of behaviour (not an exhaustive list), usually but not always occurring as part of a pattern, may be considered bullying -

- » verbal abuse, offensive language and inappropriate or insulting comments
» excluding or isolating employees
» underwork, and assigning meaningless tasks unrelated to the job
» overwork, giving employees impossible assignments
» undermining work performance, deliberately withholding information that is necessary for effective work performance, supplying incorrect information or inadequate training
» deliberately changing work rosters to inconvenience particular 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'
» unreasonable administrative sanctions, such as undue delay in processing applications for training, leave or payment of wages
» giving workers no say about how the job is done
» open or implied threats of sack or disciplinary action

monday DD / MM / YY

record what happened/what was said/who was there

tuesday / /

wednesday / /

thursday / /

friday MONTH:

saturday

sunday

notes

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