

# Bullying and Harassment

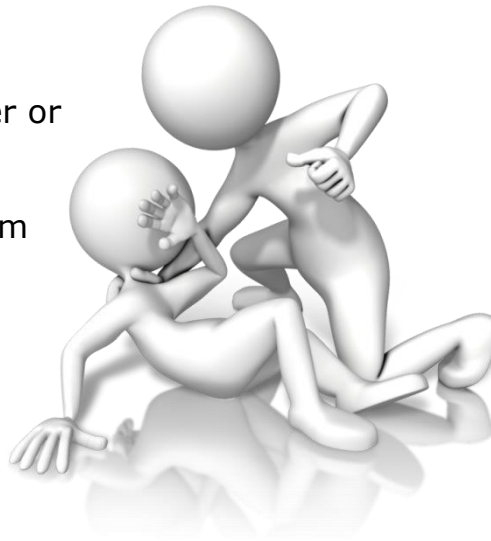
## What is Workplace Harassment?

- Repeated, unwelcome and unsolicited behavior
- Behavior someone considers to be offensive, intimidating, humiliating or threatening
- Behavior a reasonable person would consider to be offensive, humiliating, intimidating or threatening



## What do I do if I'm being bullied or harassed at work?

- Ask the person to stop
- Speak to your Team Leader / Supervisor, Manager, HR Manager or the WHS Coordinator
- Complete an Incident Report Form
- All reports will be thoroughly investigated by the relevant management team



## Workplace Harassment/Bullying behaviours can include...

- Repeated threats of dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers
- Spreading gossip or false rumors about a person



# Bullying and Harassment – Q & A

## **What does bullying and harassment include?**

*Bullying and harassment can include abusing a person loudly when others are present, repeated threats of dismissal or other severe punishment for no reason, constant ridicule and being put down, sabotaging a person's work, humiliating a person through gestures, sarcasm, criticism and insults and spreading gossip or false rumors about a person.*

## **What is not bullying and harassment?**

*A manager can make decisions about poor performance, take disciplinary action, direct and control the way work is carried out. Reasonable management action that's carried out in a reasonable way is not bullying.*

## **What should you do if you are being bullied?**

*Ask the person to stop the behavior which is making you feel uncomfortable. You should raise the matter with your Team Leader/Supervisor, Manager, HR manager or the WHS Coordinator. You should also complete an Incident Report Form to ensure the matter is actioned.*

## **What are signs of Workplace Harassment and Bullying?**

*Indirect signs of workplace harassment and bullying may include increases in levels of absenteeism and staff turnover, breakdown of relationships between workers and management, workers becoming withdrawn and isolated, poor worker morale and erosion of loyalty and commitment.*

## **What disciplinary action will be taken against Workplace Bullies?**

*All complaints will be taken seriously and disciplinary action will be taken in accordance with the code of conduct and formal disciplinary policy. Depending on the seriousness of the matter, disciplinary action could result in instant dismissal. Any criminal matters, including assault, will be referred to the NT Police for action.*

## **What is the Roper Gulf employee assistance program and how does it work?**

*It is a free confidential professional service provided by EASA to Roper Gulf employees that assists them in dealing with difficult, upsetting or stressful situations. Counsellors can provide direct assistance or make referrals to specialist agencies for particular problems or for on going support. Employees should call 1800 193 123 for enquiries or to make an appointment.*