

HELP STOP WORKPLACE BULLYING.



Choose Respect.

What is Workplace Bullying? Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could be reasonably regarded as undermining the individual's right to dignity at work.

HOW CAN BULLYING BE PREVENTED?

- **For Employers:** Develop a positive work culture, uphold respect, and have clear procedures for addressing complaints.
- **For Employees:** Cooperate with the employer's bullying policy and act respectfully towards colleagues.

WHAT TO DO IF YOU EXPERIENCE BULLYING

1. **Speak up:** If comfortable, tell the person their behaviour is unacceptable.
2. **Seek help:** If the behaviour continues, seek information and support from an assigned contact person or HR.

FORMAL PROCESS FOR RESOLVING BULLYING

1. **Mediation:** In the early stages, mediation can resolve issues confidentially.
2. **Formal complaint:** If informal resolution fails, a formal complaint can be made.
3. **Investigation:** The HR department will investigate allegations, maintaining confidentiality and fairness.
4. **Appeals process:** If the outcome is unsatisfactory, an appeal can be made following the guidelines.

*For further information and guidance in respect of the policy and procedures are available from ETB contact(s) person on a strictly confidential basis; contact HR depts for details.