



## What do I do if an employee claims that they are being bullied?

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Have you completed and documented an interview with the employee making the complaint?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you be deemed an unbiased investigator by all parties?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you know that the employee being bullied can go direct to FWA and get an 'order to stop'?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have any evidence that they may be being bullied?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have the ability to suspend the alleged bully on full salary during an investigation under your Modern Award, if you think that this is required? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you found sufficient evidence to investigate further?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you asked the alleged employee to come to a meeting and to bring along a support person?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you confirmed the allegation, suspension (if appropriate) and next steps to the alleged employee?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you completed and documented a formal investigation, while protecting confidentiality?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you put your findings to the alleged individual with their support person present?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you ask them to respond to the allegations either immediately or in a reasonable time?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you documented all conversations and asked the employee to sign as accurate?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you find the case to be false 'on the balance of probability' and return the individual to normal duties?  | <input type="checkbox"/> | <input type="checkbox"/> |

Did you find the case to be proven 'on the balance of probability' to be proven and have either disciplined or terminated the individual with or without notice?

Yes      No

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.