



## What do I do if two employees are not getting on in the office?

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Have either employee raised this internal conflict with you?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Have other employees raised this internal conflict with you?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you discussed the issue with each employee?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you resolved the issue?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you confirmed what appropriate workplace behaviour looks like?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you confirmed what the process is if they have an issue moving forward?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you confirmed what will be the ramifications if they continue to have unresolved conflict? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you publically reinforced what behaviours are, and are not, tolerated in the workplace?    | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you conducted formal mediation to resolve the issue?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the conflicted been resolved?   | <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.