

Anti-Bullying Policy

Document Title: Blank Office Anti-Bullying Policy Template

Effective Date: _____

Review Date: _____

Approved By: _____

1. Purpose

This policy aims to provide a clear framework for preventing and addressing bullying in the office to ensure a safe and respectful workplace for all employees.

2. Scope

This policy applies to all employees, contractors, interns, visitors, and volunteers at [Company Name].

3. Definition of Bullying

Bullying is repeated, unreasonable behavior directed towards an individual or group, that creates a risk to health and safety. Bullying may include, but is not limited to:

- Verbal abuse, insults, or threats
- Spreading malicious rumors
- Excluding, isolating, or ignoring someone
- Unreasonable work demands or undermining work performance
- Other behaviors meant to offend, degrade, or intimidate

4. Responsibilities

Management

- Promote a safe and respectful workplace
- Address allegations of bullying promptly
- Support affected individuals

Employees

- Treat others with respect
- Report observed or experienced bullying
- Cooperate during investigations

5. Reporting Procedure

1. Bullied individuals should document incidents including dates, times, and details.
2. Report the incident to [Manager/Supervisor/HR Department].
3. All reports will be treated confidentially and investigated promptly.

6. Investigation and Outcomes

All reported incidents will be investigated fairly and promptly. Appropriate actions may include mediation, training, or disciplinary measures, in accordance with company procedures.

7. Support for Affected Individuals

The company will provide access to support resources, such as counseling or mediation, for those affected by bullying.

8. Policy Review

This policy will be reviewed regularly to ensure its effectiveness and updated as necessary.

Document Owner: _____

Signature: _____

Date: _____