

# 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:** \_\_\_\_\_