

Assessing risks of bullying occurring in an organisation in relation to:

Employee Characteristics and the Social Environment

Do you employ workers who may feel marginalised due to their age, sex, race, sexuality, disability, marital status, parenting status, pregnancy, or religion? (Yes/No)

Do you employ young workers including apprentices and trainees? (Yes/No)

Have you got a male dominated staff ratio, or women employed in traditionally male areas of work? (Yes/No)

Do you employ older workers who may be thinking of retiring soon? (Yes/No)

Are there areas in the organisation where there are large amounts of sick leave being taken, that are not in proportion to most departments? (Yes/No)

Has the organisation had any workers compensation claims for psychological injury? (Yes/No)

Do you have employees working in geographically isolated areas? (Yes/No)

Are you unsure if all your workers aware of their Rights and Responsibilities in relation to bullying? (Yes/No)

You do not have a specific person assigned the responsibility for designing and implementing the organisations' bullying risk management system strategy? (Yes/No)

The organisation does not regularly carry out exit interviews with employees who are leaving the organisation? (Yes/No)

If you answered YES to any of the questions in this section then you may need to do one or more of the following in order to control this risk:

- Ensure all workers are employed and promoted on merit and according to a specific job description;
- Provide flexibility to reasonably accommodate the needs of disabled workers, those with parenting obligations, religious needs or other needs;
- Develop a culture where diversity is respected and valued;
- Offer workers and management opportunities for professional and career development;
- Plan for the retirement of older workers by providing staged retirement options if possible;
- Offer new, young workers, or vulnerable workers a buddy system to assist them to integrate into the workforce;
- Have a fair system set up where workers can seek assistance if they feel they are being treated unfairly;
- Ensure workers in isolated areas area aware of their rights and responsibilities, and have the

ability to speak to anyone about any concerns they may have;

- Ensure all workers are aware of their Responsibilities and Rights under your organisations' Respectful Behaviour policy by providing regular training and disseminating your respectful behaviour policy to all workers; Carry out exit interviews with all employees who leave the organisation and ask for feedback on organisational culture;
- Provide training such as diversity training, conflict management training, communication training for all workers;
- Assign a senior practitioner to design and implement the organisations' workplace bullying prevention and management strategy