

Appendix One

IDENTIFICATION CHECKLIST

	YES	NO
Do you have workplace procedures and reporting procedures in place relating to workplace bullying?	<input type="checkbox"/>	<input type="checkbox"/>
Have you established and promoted expectations for appropriate behaviour?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees made aware of workplace bullying procedures, their specific roles and responsibilities and appropriate behaviours concerning workplace bullying?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clear process or procedure for dealing with and resolving conflict and aggression within the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees aware of the <i>South Australian Equal Opportunity Act 1984</i> , in particular, that acts of discrimination or harassment are unlawful and will not be condoned in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'No' to any of the above checkpoints, you may need to conduct a risk assessment of your workplace and develop the appropriate policies and procedures.		
Have grievances or complaints previously been raised by employees concerning workplace bullying?	<input type="checkbox"/>	<input type="checkbox"/>
Do absenteeism or sickness rates or patterns suggest that workplace bullying may be an issue in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are there blatant incidents or acts of workplace bullying that are condoned or accepted in the workplace, such as the initiation of new employees, offensive literature, pictures or behaviour, etc, that a reasonable person would consider inappropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Are there unusual levels of staff turnover or requests for transfer that may be attributed to incidents or acts of workplace bullying?	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes' to any of the above checkpoints you may need to conduct a risk assessment of your workplace.		