

Workplace behaviours checklist

This checklist will help you determine whether you and your business have prepared to deal with any workplace behaviour including harassment, sexual harassment, bullying, workplace violence, equal employment opportunities and discrimination.

Everyone in the workplace – eg: employee, contractor, consultant, management and visitors – has a responsibility for ensuring none of the non-acceptable behaviours in the workplace occur.

Workplace Policies & Procedures	Y	N
Does your business have a comprehensive Workplace Behaviour policy in place that covers harassment, sexual harassment, bullying, workplace violence, equal employment opportunities and discrimination?		
Does your business have a Grievance and Dispute Resolution policy and procedure in place?		
Does your business have a Workplace Investigation policy and procedure in place?		
Have you reviewed your policy and procedures to determine whether they are effective?		
Is your Workplace Behaviour policy understood by all those who work within your business?		
Is your Grievance and Dispute Resolution policy understood by all your employees?		
Is your Workplace Investigation policy understood by all those who work within your business?		
Does the Workplace Behaviour policy clearly define what is and is not:		
– Harassment		
– Sexual harassment		
– Bullying		
– Workplace violence		
– Equal employment opportunities		
– Discrimination		
Does the policy make it clear disciplinary action up to and including termination can and will be taken against anyone engaging in unacceptable workplace behaviours?		
Training & awareness	Y	N
Do your managers and your workplace understand their rights and responsibilities in relation to workplace behaviours?		
Do your managers and your workplace understand their rights and responsibilities in relation to grievance and dispute resolution?		
Do your managers and your workplace understand their rights and responsibilities in relation to workplace investigations?		
Does everyone who has legal responsibilities within your business understand that responsibility?		
Do all those engaged in your workplace understand that bullying will not be tolerated?		
Managing claims	Y	N
Do your managers know what to do if a formal workplace behaviour claim is made?		
Have you ensured your processes for handling and investigating workplace behaviours meet the FWC's requirements?		
Are you confident your processes won't expose your business to claims of either 'victimisation' or 'adverse action'?		
Does your business have systems in place to ensure all claims remain confidential?		

If you answered 'no' to any of these questions, your business could face considerable risks and we strongly recommend you seek further advice.

Email margaret.goody@akyra.com.au with your responses today...
she will call you to arrange a convenient and no obligation conversation!



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