[Insert Company Logo]

**Bullying, Harassment, and Mental Health Policy**

Supported through the SafetyCheck Application

**Commitment Statement**

At [Insert Company Name], we are committed to providing a workplace that is safe, respectful, and free from bullying, harassment, and discrimination. We recognise that psychological health is just as important as physical health, and that a supportive culture improves safety, productivity, and wellbeing.

We take all reports of bullying, harassment, and mental health concerns seriously and support open, blame-free communication through the SafetyCheck App, toolbox meetings, or direct conversations with managers.

**Objectives**

We aim to:

* Prevent all forms of bullying, harassment, or intimidation in the workplace.
* Provide a safe and respectful environment where workers feel supported.
* Promote mental wellbeing and early support for workers experiencing stress, anxiety, or other mental health challenges.
* Ensure all psychosocial risks are identified, assessed, and appropriately managed.
* Meet our legal obligations under the **Health and Safety at Work Act 2015** or **WHS Act 2011 (AUS)**.

**Scope**

This policy applies to:

* All workers, contractors, subcontractors, and visitors at any worksite or workplace managed by [Insert Company Name].
* All work-related interactions - including those on site, during breaks, after hours, or on social media platforms where they relate to work.

**Definitions**

**Bullying** is repeated, unreasonable behaviour that causes harm. Examples include:

* Intimidation, yelling, or verbal abuse
* Spreading rumours or exclusion
* Deliberate undermining of someone’s work
* Unjustified criticism or humiliation

**Harassment** includes unwelcome or offensive behaviour based on race, sex, disability, age, religion, or other protected attributes.

**Mental health concern** includes any condition that affects a person’s thinking, behaviour, emotions, or mood - including anxiety, depression, and work-related stress.

**Worker Responsibilities**

All workers must:

* Treat others with dignity and respect at all times.
* Speak up if they witness or experience bullying or harassment.
* Look after their own wellbeing and take regular breaks as needed.
* Support teammates and check in on those who may be struggling.
* Report issues early using the SafetyCheck Observation Card, toolbox discussions, or by speaking directly with a manager or supervisor.

**Manager Responsibilities**

Managers and supervisors are expected to:

* Lead by example and promote a respectful work culture.
* Act immediately when concerns are raised or bullying is suspected.
* Take all complaints seriously, and manage them fairly and confidentially.
* Provide support to affected workers, including temporary modified duties if needed.
* Refer workers to support services where available (e.g. EAP, GP, counselling).

**Support & Confidentiality**

Workers who are experiencing personal or mental health difficulties are encouraged to speak with their manager or seek external help. [Insert Company Name] may be able to assist by:

* Adjusting duties temporarily
* Allowing time off to recover
* Referring workers to professional support services

All reports will be handled with discretion and sensitivity. No worker will be penalised for reporting genuine concerns in good faith.

**Reporting Channels**

Workers can report issues by:

* Submitting an anonymous Observation Card through the SafetyCheck App
* Speaking directly with a manager or supervisor
* Raising the issue during a toolbox meeting
* Using any confidential internal reporting options provided by the company

**Policy Review**

This policy will be reviewed annually to ensure it remains relevant and effective. The review will include:

* Feedback from workers, gathered through SafetyCheck, observation cards or toolbox discussions
* Trends in incident reports or concerns raised
* Updates to laws or industry best practices regarding mental health and psychosocial risks

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]