

Information regarding the alleged bullying

Who is/are the alleged bully/bullies and what is their work relationship to you?

How long has the alleged bullying been occurring?

How has the alleged bullying affected you?

Do you have medical evidence to support your report? Yes No
If yes, please lodge copies with your report.

Have you approached the alleged bully/bullies and asked for the unwanted behaviour to stop? Yes No
If yes, what was their response?

Has your employer been made aware of the issue? Yes No
If yes, what was the employer's response?

If no, why not?

Does the employer have a workplace bullying policy? Yes No

Does the employer have a workplace grievance procedure? Yes No

Does the employer have an employee assistance program? Yes No
Please attach copies of any relevant policies if possible. Your employer's consent may be required prior to disclosing internal documents or policies.

Have you tried to resolve your complaint through the employer's internal grievance procedure? Yes No
If yes, please specify what was the outcome?

If no, why not?

Do you have a Health and Safety Representative and/or an anti-bullying contact officer? Yes No
If yes, what is/are their name(s)

Have you raised this issue with either of these people? Yes No
If yes, what was their response?

Have you contacted other agencies (e.g. WA Police, Labour Relations, Equal Opportunity Commission) or organisations (e.g. union) regarding this issue? Yes No
If yes, please specify

Please provide the following details for each alleged bullying incident.

Make a copy of this page to use for each bullying incident.

When did the alleged bullying incident occur (date and time)?

Where in the workplace did the alleged bullying incident occur?

Who was involved in the alleged bullying incident?

What did the alleged bully/bullies do (i.e. describe their behaviour)?

Were there any witnesses to the alleged bullying incident and if so, who are they and what is their work relationship to you?

How did the alleged bullying incident affect you?

Do you have material relating to the alleged bullying incident (e.g. emails, notes) to support your report?

 Yes No

If yes, please lodge copies with your report.

Signed _____

Date _____