BULLYING
CHECKLIST reflective questions for the Complainant

Experiences of bullying can be difficult to define and evidence may differ between people and work situations, and can arouse a range of emotional responses. It is therefore a suggestion to complete this checklist which is designed to assist you to reflect upon your situation, define the problem, determine if your experience falls into the category of workplace bullying, identify relevant university policies, and courses of action available to you. The checklist is a tool for your personal reflection and is not recorded or reviewed by any other person unless you choose to share it.

In considering options to resolve your current situation you should consider or discuss the following:

☐ Is the behaviour I am concerned about ‘bullying’, ‘less favourable treatment’ and ‘unreasonable and inappropriate’ (eg. harming, humiliating, intimidating or threatening)?

☐ Would a ‘reasonable person’ consider the behaviour to be offensive, humiliating, intimidating or threatening?

☐ Has the behaviour I am concerned about been repeated?

☐ Was the behaviour I am concerned about part of the normal disciplinary or performance feedback procedure at work?

☐ Have I read the University’s Bullying Prevention Policy as a basis from considering my options?

☐ Having read the Bullying Prevention Policy does my experience fit within the definition of bullying?

☐ If I do not believe my experience can be defined as ‘bullying’, could the behaviour be seen as workplace conflict or a form of harassment? If so, have I explored the options available to me for resolution of these issues?

☐ Can I resolve the situation or stop the behaviour by talking to the person directly?

☐ Have I informed the other person that the behaviour is unacceptable in terms of the University’s policies and procedures and must stop?

☐ If I am unable to discuss the matter directly with the person, could I discuss the matter with his or her supervisor/manager?

☐ Were there witnesses to the behaviour?

☐ Have I kept a diary about the behaviour including times, places, names of witnesses?

☐ What are the possible consequences of making a complaint?

☐ What do I want to achieve from making a complaint?

☐ How do I cope with the behaviour if I decide not to make a complaint?

☐ Have I discussed the situation and options with someone I trust? This may include one of the suggested people in section 8 of the Bullying Prevention Policy.
Do I need to seek support such as Counselling services?