BULLYING
CHECKLIST  reflective questions for the person Accused

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. For a person accused of bullying this can be as stressful as for the complainant. It is therefore a suggestion to complete this checklist which is designed to assist you to reflect upon your situation, define the problem, consider whether any of your behaviours may be perceived as bullying, determine if these behaviour falls into the category of workplace bullying, identify relevant university policies, and options for resolution and resources available to you. The checklist is a tool for your persona reflection and is not recorded or reviewed by any other person unless you choose to disclose it.

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

☐ Have I read the University’s Bullying Prevention Policy as a basis for defining bullying and understanding University policy and procedures?

☐ Could a ‘reasonable person’ consider any of my behaviour to be offensive, humiliating, intimidating or threatening?

☐ Is it possible that the tone or volume of my voice, or my body language, could ever be perceived as offensive, humiliating or threatening?

☐ Could my communication or management style ever be perceived as offensive, humiliating, intimidating or threatening by someone else?

☐ When I feel angry, stressed, or anxious, could my feelings be exhibited in a way that others may find offensive, humiliating, intimidating or threatening?

☐ Could the way in which I provide feedback on people’s work, or monitor their performance, ever be perceived as overly critical or excessive by someone else?

☐ Could targets or deadlines I have set, be perceived by others as impossible?

☐ Have I excluded a particular worker from essential information or meetings?

☐ Having read the Bullying Prevention Policy, could my behaviour be perceived as fitting within the definition of bullying?

☐ Is it possible that my behaviour towards the complainant has been repeated?

☐ Do I have any records of previous interaction/s I have had with the complainant?

☐ Was the behaviour that has been perceived as bullying, part of the normal disciplinary or performance feedback procedure?

☐ Have I ever been accused of bullying in the past?

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

☐ 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?