

Harassment – Bullying

Overview

Bullying is clarified as any form of psychological or physical harassment that both men and women at all levels of employment can be affected by. The bully could be a manager, a supervisor, a co-worker or even a subordinate.

Bullying often occurs in an office when individuals and/or groups of employees use their power to exert control over others usually through tools of intimidation and fear.

Bullying can be done in the following forms:

- Verbal Abuse
- Constant 'put downs'
- Aggression
- Inappropriate comments
- Physical abuse
- Threatening
- Criticism of work performance (from unauthorized employee)

Policy

Bullying in any form is not acceptable at Entity Solutions inside of work hours and also outside of work hours at work authorized functions.

Procedure

If bullying occurs:

- Please tell your manager, and/or in a case where the manager is the offender, tell a person of higher authority.
- This will then be dealt with by the appropriate person
- A meeting will be formed with the offender and the victim
- A written warning will then be issued to the offender
- If the issue becomes constant and isn't resolved then further appropriate action will be taken

Documents

Nil

Training

Nil