WORKPLACE BULLYING QUESTIONNAIRE

COMPLAINANT

Workplace bullying is defined by the Work Health Safety (Preventing and Responding to Bullying) Code of Practice 2012 as called up by the Work Health and Safety Act 2011 (the Act).

“A person is subjected to workplace bullying if the person is subjected to repeated unreasonable behaviour, by a person or group of people in the workplace, including the Persons Conducting Business or Undertakings (PCBU) that;

(a) is potentially harmful to the physical or psychological health or wellbeing of the person
(b) the person considers the behaviour to be offensive, intimidating, humiliating or threatening
(c) a reasonable person would consider the behaviour to be offensive, humiliating, intimidating or threatening

Workplace bullying does not include reasonable management action taken in a reasonable way by the person’s PCBU or their representative in connection with the person’s employment.”

<table>
<thead>
<tr>
<th>Complainant Name</th>
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<tbody>
<tr>
<td>Complainant Address</td>
<td></td>
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<tr>
<td>Complainant Phone / Mobile / Number</td>
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<tr>
<td>Complainant Fax Number</td>
<td></td>
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<tr>
<td>Complainant Email address</td>
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<tr>
<td>PCBU Name</td>
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<td>PCBU Phone Number</td>
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<td>PCBU Fax Number</td>
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<tr>
<td>PCBU Email address</td>
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<tr>
<td>Name of Owner/ Manager of Business (if known)</td>
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<tr>
<td>Length of Service/Employment</td>
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This questionnaire is to assist Access Canberra determine whether there has been behaviour that is considered as bullying at work. For workplace bullying to occur, the behaviour needs to be repeated, unreasonable behaviour that has the potential to cause harm to the health and safety of the worker.

We have divided this questionnaire into various sections to help define if there is a case to answer and what appropriate steps Access Canberra can take to resolve any allegation.
Section A1

1. What is the name/s and respective position/s of the person/s you believe is/are responsible for workplace bullying?

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If you need more space, please attach a separate sheet with the details.

2. Have you made this/these person(s) aware that their behaviour is offending you?  
   Yes ☐ No ☐
   If yes, what method of communication did you use? Verbal ☐ Written ☐
   If in writing, please attach relevant documents
   
   Who .....................................................................................................................
   Relationship ...........................................................................................................
   When ......................................................................................................................
   Result .......................................................................................................................

3. Was the behaviour repeated or was it a single incident?  
   Single ☐ Repeated ☐

4. Please document relevant examples of the inappropriate and/or unreasonable behaviour (inappropriate or unreasonable behaviour includes behaviour that victimises, humiliates, undermines, intimidates, offends, degrades) in the table (attachment A). Time, date, place and witnesses to the alleged incident/s involving the inappropriate or unreasonable behaviour are required.

5. Do you have any written documentation regarding the inappropriate or unreasonable behaviour? For example: letters; e-mails  
   Yes ☐ No ☐
   If yes, please attach relevant documents

6. Has a diary of events been kept?  
   Yes ☐ No ☐
   If yes, please attach relevant documents
Section A2

1. Have you reported the workplace bullying to anyone at the workplace? (For example: management, health and safety representative, grievance officer, human resources or union?)
   Yes □ No □

   If yes,
   Who ....................................................................................................................
   Relationship ...........................................................................................................
   When ....................................................................................................................
   Result ....................................................................................................................

   If no, why didn’t you report?
   ............................................................................................................................................
   ............................................................................................................................................
   ............................................................................................................................................

   If you need more space, please attach a separate sheet with the details.

2. What method of communication did you use?
   Verbal □ Written □

   If in writing, please attach relevant documents

3. Has the PCBU taken any actions to resolve the matter?
   Yes □ No □

   If yes, what actions have been taken?
   ............................................................................................................................................
   ............................................................................................................................................
   ............................................................................................................................................

   If you need more space, please attach a separate sheet with the details.

4. Did a formal investigation take place? Yes □ No □

   If yes,
   By whom ....................................................................................................................
   Relationship .............................................................................................................
   When ....................................................................................................................
   Method Interviews □ Statements □
Were records made of the interviews / statements
Yes ☐ No ☐

Was a timeframe given for the investigation process
Yes ☐ No ☐
If yes,
How long ............................................................................................................................

5. Were you informed of the findings? Yes ☐ No ☐
If yes,
By whom ...........................................................................................................................
Relationship ......................................................................................................................
When ..............................................................................................................................
Method Verbal ☐ Written ☐ (if written, supply a copy)

Section A3

1. If deemed necessary by Access Canberra, are you agreeable to Access Canberra raising your allegations with your PCBU?
   Yes ☐ No ☐

Section A4

1. Have you raised the same or similar matters previously with PCBU?
   Yes ☐ No ☐
   If yes,
   When ............................................................................................................................
   Who ............................................................................................................................
   Relationship ..............................................................................................................
   Result .........................................................................................................................
Section A5

1. Are you aware of any written internal grievance or workplace bullying reporting procedures in the workplace?
   Yes ☐ No ☐

2. If yes, how is this procedure conveyed to workers?
   Verbal ☐ Written ☐
   *If in writing, please attach relevant documents*

3. Have you received information or training on grievance/workplace bullying procedure(s)?
   Yes ☐ No ☐ NA ☐

4. In your opinion, have the procedures been followed?
   Yes ☐ No ☐

5. In your opinion, are the procedures fair and equitable?
   Yes ☐ No ☐
   If no, please explain your reasons
   ............................................................................................................................................
   ............................................................................................................................................
   ............................................................................................................................................
   ............................................................................................................................................
   *If you need more space, please attach a separate sheet with the details.*

Section A6

1. Have you received training in the current company policy and procedures?
   Yes ☐ No ☐ NA ☐

Section A7

1. Are you aware of the specific steps required to raise bullying matters within your workplace?
   Yes ☐ No ☐
Section A9

1. What arrangements are in place for consultation with workers regarding health and safety matters?

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If you need more space, please attach a separate sheet with the details.

Other:

While in some cases you may have made a claim for workers compensation, the success or failure of that claim has no bearing on whether there is a case to answer with regard to bullying. Access Canberra works strictly within the Work Health and Safety legislation and the ACT Code of Practice for Preventing and Responding to Bullying at Work.

1. Have you sought medical advice or counselling in relation to this matter?
   Yes ☐ No ☐

2. Have you lodged a Worker’s Compensation Claim in regard to this matter?
   Yes ☐ No ☐
   If yes, has your claim been accepted?
   Yes ☐ No ☐

I hereby declare the above answers I have given are true and correct to the best of my knowledge.

Name: __________________________________________________________

Signature: ______________________________________ Date: _______

Once you have completed this questionnaire please return it to
Manager – Work Health Safety
Access Canberra
GPO Box 158
CANBERRA CITY ACT 2601
Fax: 02 6205 0336, Email: worksafe@act.gov.au
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Detailed Incident</th>
<th>Witness Name</th>
<th>Witness Contact details</th>
<th>Others / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eg: 10/10/10</td>
<td>3pm</td>
<td>Tea Room</td>
<td>(include direct quotes)</td>
<td>Joe Bloggs</td>
<td>0400 000 000</td>
<td></td>
</tr>
</tbody>
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