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MANAGER CHECKLIST: PREVENTING BULLYING & HARASSMENT

1 KNOW THE LINE – UNDERSTAND BEHAVIOURAL BOUNDARIES

- ☐ I understand what constitutes bullying and harassment under company policy
- ☐ I recognise that intent is irrelevant, impact matters
- ☐ I understand that pressure, urgency, or high standards do not justify inappropriate behaviour

Manager Test:
Would this behaviour feel acceptable if it were directed at me?

2 APPLY THE POLICY IN DAILY MANAGEMENT

- ☐ I know where to access the bullying and harassment policy
- ☐ I can explain it in plain language to my team
- ☐ I understand my responsibilities under the policy, not just HR's

Key Point:
Policy is a management tool, not a document for complaints only.

3 COMMUNICATE EXPECTATIONS CLEARLY & EARLY

- ☐ I set clear expectations about respectful behaviour from day one
- ☐ I address inappropriate behaviour as soon as it arises
- ☐ I do not wait for formal complaints before acting

Manager Mindset:
Early conversations prevent formal cases.

4 ENCOURAGE OPEN, SAFE DIALOGUE

- ☐ I regularly invite feedback on team dynamics and behaviours
- ☐ I respond to concerns with curiosity, not defensiveness
- ☐ I avoid minimising, dismissing, or explaining away concerns

What to say:
"Thank you for raising this, let's talk it through."

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5 KNOW THE REPORTING ROUTES & EXPLAIN THEM CONFIDENTLY

- ☐ I can clearly explain all reporting options available
- ☐ I support employees who choose routes outside my line management
- ☐ I never discourage reporting or suggest “handling it quietly”



Manager Check:
Do my actions make reporting feel safe or risky?

6 HANDLE INFORMAL CONCERNS APPROPRIATELY

- ☐ I understand when informal resolution is appropriate — and when it is not
- ☐ I document informal conversations appropriately
- ☐ I seek advice early rather than improvising



Warning Sign:
Trying to “fix it yourself” can escalate risk.

7 MANAGE PERFORMANCE WITHOUT CROSSING THE LINE

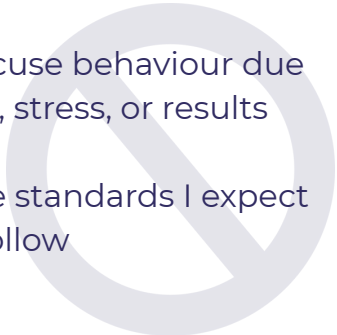
- ☐ I give feedback privately, respectfully, and constructively
- ☐ I focus on behaviour and outcomes, not personal traits
- ☐ I avoid sarcasm, public criticism, or repeated undermining



Reminder:
Performance management must never feel like punishment.

8 CHALLENGE INAPPROPRIATE BEHAVIOUR IN OTHERS

- ☐ I challenge disrespectful behaviour when I see it
- ☐ I do not excuse behaviour due to seniority, stress, or results
- ☐ I model the standards I expect others to follow



Leadership Reality:
Silence is interpreted as approval.

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9 PROTECT AGAINST RETALIATION

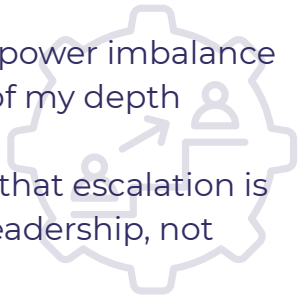
- ☐ I understand that retaliation is a serious breach of policy
- ☐ I actively monitor for subtle retaliation (exclusion, workload changes, tone)
- ☐ I escalate concerns immediately if retaliation is suspected



Manager Responsibility:
Safety does not end when the complaint is raised.

10 KNOW WHEN TO ESCALATE

- ☐ I escalate concerns promptly when:
  - Behaviour is serious or repeated
  - There is a power imbalance
  - I feel out of my depth
- ☐ I understand that escalation is responsible leadership, not failure



Manager Check:
Would delaying this increase risk for the individual or the organisation

MANAGER COMMITMENT STATEMENT

I understand my role in preventing bullying and harassment and commit to acting early, fairly, and in line with company policy.