



Workplace Bullying and Harassment - Complaint Form

What is Bullying?

Bullying in the Workplace can be defined as 'repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.' A single incident or reasonable management action **is not** bullying. Before completing this form it is recommended that you read the policy "Preventing and Managing Workplace Bullying"

You should complete and submit this form to Workplace Standards if your complaint meets the above definition of bullying.

PERSONAL DETAILS (of the person making this complaint)

FULL NAME

SERVICE NUMBER

TELEPHONE NUMBER

AND

EMAIL ADDRESS

PERSONAL DETAILS (of the person who is alleged to have been bullied)

ARE YOU THE PERSON WHO WAS ALLEGEDLY BULLIED?

YES

NO

IF NO PLEASE SUPPLY THE NAME AND CONTACT DETAILS OF THE PERSON WHO WAS ALLEGEDLY BULLIED.

FULL NAME

SERVICE NUMBER

TELEPHONE NUMBER

AND

EMAIL ADDRESS

PERSON RESPONSIBLE FOR THE ALLEGED BULLYING

FULL NAME

SERVICE NUMBER

POSITION

RANK

WORKING RELATIONSHIP TO YOU (or the person bullied)

MANAGER/SUPERVISOR

CO-WORKER

SUBORDINATE

BULLYING BEHAVIOURS

Listed below are some examples of unreasonable behaviours that may be considered bullying when part of a repeated pattern of events. Tick any of these that are relevant to you. Please attach any written examples to this complaint.

TICK	BEHAVIOUR	DATE(S)	IS IT IN WRITING?
<input type="checkbox"/>	Frequent yelling or verbal abuse alone or in the presence of others.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Persistent and unjustified criticisms and or repeated threats of disciplinary action.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Spreading gossip, malicious rumor, or innuendo about a person.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Inappropriate disclosure of personal/confidential information about a person to others.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Ridicule or humiliation of a person through inappropriate gestures, sarcasm, criticism or insults or offensive objects or images (inc. cyber bullying)		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Engaging in initiation activities or practical jokes which have the potential to physically harm, belittle or humiliate.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Excluding or isolating a person from a workplace.		<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Deliberately altering work arrangements to inconvenience a particular employee or group of employees.		<input type="checkbox"/> YES <input type="checkbox"/> NO

DETAILS/PARTICULARS OF ALLEGED BULLYING (*who, what, when, where and how*)

WITNESSES *(please provide details of witnesses to the alleged bullying)*

FULL NAME

CONTACT NUMBER OR EMAIL

FULL NAME

CONTACT NUMBER OR EMAIL

LOCAL MANAGEMENT

HAVE YOU REPORTED THIS MATTER TO ANYONE ELSE?

YES NO

IF YES, WHO DID YOU REPORT THE MATTER TO? WHEN DID YOU MAKE THE REPORT AND WHAT HAS HAPPENED SINCE THE REPORT WAS MADE?

DOCUMENTS ATTACHED TO THIS COMPLAINT

PLEASE LIST ANY ATTACHMENTS PROVIDED WITH THIS REPORT (EG. EMAILS, DIARY ENTRIES, PHOTOGRAPHS ETC).

ADDITIONAL INFORMATION *(Do you have any other information relevant to your complaint)*

SUPPORT SERVICES

HAVE YOU ACCESSED ANY SUPPORT SERVICES?

I DO NOT WISH TO DISCLOSE YES NO

FRNSW SUPPORT SERVICES AVAILABLE

EAP (EMPLOYEE ASSISTANCE PROVIDER)	1300360364
CHAPLAIN	0418869280
WELLBEING COORDINATOR	92653910
HEALTH AND SAFETY BRANCH	92652800

SUBMIT THIS FORM

I declare that the information provided in this complaints form is true and correct to the best of my knowledge.

Signature of person making this complaint.

Date

Return this completed form to Fire & Rescue NSW, Workplace Standards Branch

email WorkplaceStandards@fire.nsw.gov.au

fax 92652688

post Workplace Standards Branch, PO Box A249, Sydney South, 1232