WHS DOCUMENTS & TEMPLATES

DOC-BHP-TPL · Workplace Bullying and Harassment Policy Template

# Product Overview

For: Australian businesses of any size: owners, managers, HR and WHS advisers, and the people who receive reports

Version 1.0 · 15 November 2026

**A workplace bullying and harassment policy that covers sexual and gender-based harassment, discrimination, victimisation, and violence and aggression, manages them as health and safety risks, and meets the positive duty to prevent them.**

The policy defines each behaviour in plain words, says what is not bullying, and sets out the business's duties: to manage these psychosocial hazards as risks to health and safety, and the positive duty under the Sex Discrimination Act to take reasonable and proportionate measures to eliminate sexual harassment and related conduct, as far as possible, including by customers and clients.

It explains how the business prevents these behaviours, what it expects of everyone, how to report (including anonymously and to outside bodies), what happens next, confidentiality, protection from victimisation, support and breaches.

The Bullying and Harassment Report Form (Word and PDF) has the report on page one and the response on page two, with a triage guide for urgent, high, medium and low reports.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

## What is included

| Item | File |
|---|---|
| Workplace bullying and harassment policy: definitions, duties and the positive duty, prevention, expectations, reporting, response, confidentiality, support and breaches | 02_TEMPLATE/Workplace Bullying and Harassment Policy.docx and .pdf |
| Bullying and harassment report form, with the response, a triage guide and close-out | 02_TEMPLATE/Bullying and Harassment Report Form.docx and .pdf |
| How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder | 01_START_HERE/How to Use This Template.pdf |
| Read Me First, Product Overview, Permitted Use Terms and Version Information | 01_START_HERE/ (PDF) |

## Who it is for

- Businesses that need a current bullying and harassment policy that covers the positive duty
- HR and WHS advisers updating an older policy


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# How to Use This Template

How to complete, adapt and keep the workplace bullying and harassment policy template

## 1 What this template is for

Bullying, harassment and violence are psychosocial hazards: they can be anticipated and their risk controlled, like any other hazard. This policy says what the business will not accept, how it prevents these behaviours, and how anyone can report them and be heard. Prevention matters as much as response: the positive duty asks a business to act before a complaint is made.

## 2 How to use it

| Step | What to do |
|---|---|
| 1 | Name the people who receive reports, and a second person for when the concern is about the first. Choose people who are trusted and trained. |
| 2 | Fill in the placeholders, including your support service and your state or territory anti-discrimination body (see the notes). |
| 3 | Look at the risk factors in your work (power imbalances, isolated work, alcohol at events, customer contact, workloads) and plan controls. |
| 4 | Consult your workers and health and safety representatives on the draft, then have the owner or chief executive approve and sign it. |
| 5 | Train every worker in it at induction and regularly after that, with extra training for managers and the people who receive reports. |
| 6 | Respond to every report using section 8 and the report form, and use what reports tell you to change the work, not just to deal with incidents. |
| 7 | Review the policy and the controls every year, and tell workers what was done, in a de-identified way. |

## 3 Who does what

| Who | What they do |
|---|---|
| **Owner or chief executive** | Approves the policy, leads by example and receives reports on how it is working |
| **Reporting contacts** | Receive reports, triage them, arrange support and responses, and keep records confidential |
| **Managers and supervisors** | Model respectful behaviour, act early on low-level behaviour, and manage the risk factors in their teams |
| **Workers** | Treat others with respect, speak up or report, and take part honestly in any investigation |

## 4 The law, in brief

The WHS laws require a business to manage the risks of psychosocial hazards, including bullying, harassment, sexual harassment and violence and aggression, as it would any other risk: eliminate them, or if that is not reasonably practicable, minimise them, with controls chosen by the hierarchy of control. A serious incident, such as an assault that needs hospital treatment, may be notifiable.

The Sex Discrimination Act 1984 (Cth) puts a positive duty on employers and persons conducting a business or undertaking to take reasonable and proportionate measures to eliminate, as far as possible, sexual harassment, sex-


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# Workplace Bullying and Harassment Policy

Bullying, harassment, sexual harassment, discrimination, victimisation, and violence and aggression

## 1 Our commitment

**[Company name]** is committed to a workplace free from bullying, harassment, sexual harassment, discrimination, victimisation, and violence and aggression. These behaviours harm people, physically and psychologically. We manage them as risks to health and safety: we work to prevent them, we respond to every report, and we act on the cause as well as the incident.

## 2 Scope

This policy applies to everyone who works for **[Company name]**, including employees, managers, contractors, labour hire workers, apprentices, trainees and volunteers, and to the way customers, clients, visitors and members of the public treat our workers. It applies at our workplaces and wherever work is done: at work events, while travelling for work, in accommodation provided for work, and online, by phone, email, text or social media, in or out of working hours.

## 3 What these words mean

| Term | In short |
|---|---|
| **Bullying** | Repeated and unreasonable behaviour directed at a worker or group of workers that creates a risk to health and safety. Reasonable management action, carried out in a reasonable way, is not bullying. |
| **Sexual harassment** | Unwelcome conduct of a sexual nature, such as comments, jokes, touching, requests, images or messages, that a reasonable person would anticipate could offend, humiliate or intimidate. Intent does not matter. One incident is enough, and it can happen online or outside work hours. |
| **Gender-based harassment** | Unwelcome conduct because of a person's sex or gender, including sex-based harassment and a workplace environment that is hostile on the ground of sex. |
| **Other harassment and discrimination** | Unwelcome or unfair treatment because of a characteristic such as race, disability, age, sexual orientation, gender identity, religion or pregnancy. One incident can be enough. |
| **Victimisation** | Treating someone badly because they made a report, supported someone else's report, or took part in an investigation. |
| **Violence and aggression** | Any incident where a worker is abused, threatened, intimidated or assaulted in a situation arising out of, or in the course of, their work, by anyone: customers, clients, members of the public or co-workers. |

Reasonable management action, done in a reasonable way, is not bullying: for example setting performance goals and giving feedback, managing underperformance, allocating work, changing rosters, or taking fair disciplinary action.

## 4 Our duties

Under the WHS laws, **[Company name]** must manage psychosocial hazards, including bullying, harassment and violence and aggression, like any other risk to health and safety: identify them, assess the risks, and eliminate or minimise them so far as is reasonably practicable, starting with how work is designed and managed.

Under the Sex Discrimination Act 1984 (Cth), employers and persons conducting a business or undertaking also have a positive duty to take reasonable and proportionate measures to eliminate, as far as possible, work-related sex


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# Workplace Bullying and Harassment Policy Template

**END OF THE FREE SAMPLE**

This sample shows a few pages, so you can judge the layout and the quality. A workplace bullying and harassment policy that covers sexual and gender-based harassment, discrimination, victimisation, and violence and aggression, manages them as health and safety risks, and meets the positive duty to prevent them.

## What the full product contains

- **Workplace bullying and harassment policy: definitions, duties and the positive duty, prevention, expectations, reporting, response, confidentiality, support and breaches**
  02_TEMPLATE/Workplace Bullying and Harassment Policy.docx and .pdf
- **Bullying and harassment report form, with the response, a triage guide and close-out**
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- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

## Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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