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Assess your Workplace Systems and Climate

| Policies and Procedures | Yes | No | Unsure |
|---|--------------------------|--------------------------|--------------------------|
| Do you have a clear policy against bullying, discrimination and harassment in the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the policy is consistent and fair to all? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you clearly identified who is responsible for monitoring the implementation of the policy and evaluating the policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you clearly identified who is responsible for dealing with harassment, bullying and discrimination complaints? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured that all parties are trained and educated on their rights and responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have managers and supervisors been trained in the procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have employees been made aware of their rights and responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have employee support people been trained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have appropriately trained people leading your investigations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the procedures align with existing employee counselling (if applicable)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the bullying, discrimination and harassment prevention procedures are consistent with existing personnel policies and practices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the procedures are practical and workable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have in place procedures to ensure the confidentiality of personal information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are information, education and training programmes integrated into broad-based human resources development, working conditions and occupational safety and health programmes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do management demonstrate, not only by policy, but also example, that bullying, discrimination and harassment in the workplace is neither appropriate, nor tolerated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are your bullying, discrimination and harassment prevention policy and procedures regularly assessed for their effectiveness? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |