

Definition and Awareness:

Bullying is defined as any repeated and systematic disrespectful, hostile, or inappropriate action toward

The company should conduct training and awareness programs to educate employees about these iss

Reporting Incidents:

Employees suspecting or witnessing bullying or a violation should immediately report to their supervisor

Employees should be encouraged to document incidents in writing, including date, time, location, invol

Anonymous Reporting Mechanism:

The company should establish an anonymous hotline or platform for reporting incidents if employees h

Protection Against Retaliation:

Employees who report incidents or serve as witnesses should be protected from any form of retaliation

Investigation Procedures:

Upon receiving a report, the company should conduct a thorough, impartial, and timely investigation.

Investigations should be carried out by trained personnel or external experts, depending on the severit

Communication with the Reporter:

The individual who reported the incident should be kept informed about the investigation's progress an

Consequences:

If an incident is confirmed, appropriate actions should be taken. This can range from training and warn

Consequences should be enforced consistently and fairly, regardless of the perpetrator's position or st

Prevention and Training:

The company should conduct regular training and awareness sessions on topics such as bullying prev

Continuous Review and Adjustment:

The policy and associated processes should be regularly reviewed and updated as necessary to ensu

Note: The primary goal of this policy should be to ensure a safe and respectful working environment fo