# Self-Audit Tool

## Self-Audit: Considerations for individuals who feel they have experienced bullying / harassment / discrimination

In considering options to resolve a situation where you feel you have experienced bullying, harassment, discrimination or any other inappropriate behaviour, you should consider the following, or discuss these points with an appropriate contact person or manager.

Please note, if you consider the behaviour to be sexual misconduct, please consult the Sexual Misconduct Policy and accompanying procedures.

### Section A: Defining the behaviour

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| 1. Would a third person objectively consider the behaviour to be offensive, humiliating, intimidating or threatening?
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| 1. Does the behaviour result in my isolation or exclusion?
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| 1. Does the behaviour fit the definitions of bullying / harassment / discrimination as explained in the *Dignity and Respect at Work* *and Study Policy*?
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| 1. Has the behaviour I am concerned about been repeated?
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| 1. Was the behaviour I am concerned about part of the normal probation process **or** performance review (PRD)?

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| 1. If the answer to the above question was yes, was the feedback given in an appropriate and respectful manner?
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| 1. Did the behaviour I am concerned about occur when the other party was managing, directing or governing how work is performed and could it be reasonably considered to be constructive feedback or advice?
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| 1. What is the impact of the behaviour on me?
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| 1. If I do not believe my experience can be defined as bullying, harassment or discrimination could the behaviour be seen as workplace conflict and if so, have I explored the options available to me for resolution of these issues?
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### Section B: Resolving the Issue

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| 1. Have I recorded the behaviour I am concerned about using the Incident Logbook?
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| 1. Were there witnesses to the behaviour?
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| 1. Have I informed the other person that the behaviour is unacceptable in terms of the University’s policies and procedures and must stop?
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| 1. Did approaching the person to ask them to stop the unwanted behaviour resolve the situation?
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| 1. If I am unable to discuss the matter directly with the person, could I discuss the matter with their supervisor/manager?
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| 1. Have I followed the informal process fully, as outlined in Chapter 3 of the *Dignity and Respect at Work Procedures*?
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### Section C: Making a Formal Complaint

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| 1. Have you explored informal resolution opportunities?
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| 1. What are the possible consequences, if any, of making a complaint?
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| 1. What do I want to achieve from making a complaint?
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| 1. How do I cope with the behaviour if I decide not to make a complaint?
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## Self-Audit: Considerations for a Respondent(s)

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| 1. Have I read the *Dignity and Respect at Work and Study Policy* as a basis for defining harassment and/or bullying and have I understood the policy and related procedures?
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| 1. Could an objective person consider any of my behaviour, communication or management style to be perceived as offensive, humiliating, intimidating or threatening?
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| 1. Was the behaviour that has been perceived as harassment and/or bullying part of the normal disciplinary or performance feedback procedure?
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| 1. Could the way in which I provide feedback on people’s work, or monitor their performance, ever be perceived as overly critical or excessive by someone else?
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| 1. Have I excluded a particular employee or student from essential information or meetings?
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| 1. Could targets or deadlines I have set be perceived by others as impossible?
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| 1. Is it possible that my behaviour towards the complainant has been repeated?
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| 1. Having read the policy, could my behaviour be perceived as fitting with the definition of bullying and/or harassment?
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| 1. Do I have any records of previous interactions I have had with the complainant?
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