

Checklist of undesired behaviour

You want nothing more than to create a safe and pleasant work atmosphere and culture in your organisation. How do you do that? This checklist will show you what you need to keep in mind.

Policy and providing information

- Is there a policy for bullying, sexual harassment and undesired behaviour?
- Does the policy have a complaint procedure?
- Does your organisation have a statement of intent and code of conduct for undesired behaviour?
- Have the employees been provided information about this topic in other ways?
- Is undesired behaviour a topic of discussion when training and introducing new employees?
- Do you have agreements with other organisations about bullying?

Where can employees turn to in case of undesired behaviour?

- Is there someone who can support employees who are dealing with undesired forms of behaviour?
- Is there a confidential advisor? Has a prevention worker been assigned for the prevention of bullying, sexual harassment, aggression and undesired forms of behaviour?

The role of supervisors

- Does the style of supervising take this topic into account?
- Are employees and supervisors trained in recognising bullying, sexual harassment, aggression and undesired forms of behaviour?

Prevention

- Do the employees have a sufficiently strong bond with the organisation?
- Are there sufficient possibilities for supervision and social control?
- Does the risk inventory & evaluation (RI&E) also focus on the policy for undesired forms of behaviour?

Do you need help or advice? Feel free to contact us.