



Church's Chicken

Work Safe Bullying & Harassment Policy

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, supervisors, and support persons. It applies to interpersonal and electronic communications, such as email and social media.

5. Annual review

This policy statement will be reviewed every year. A copy will be posted near the staff area. Workers will be provided with a copy if desired.

Date: _____

Employees Signature	Managers signature

Church's Chicken – Rothesay Holdings LTD

Workplace Bullying and Harassment Reporting Procedures

1. How to Report

Workers can report incidents or complaints verbally or in writing. For written complaints, workers must use the Workplace Bullying and Harassment Complaint Form. When reporting verbally, the reporting contact will complete the complaint form with the worker's input.

2. When to Report

Incidents or complaints must be reported as soon as possible after experiencing or witnessing them. Prompt reporting ensures timely investigation and resolution.

3. Reporting Contact

Primary Contact: _____ / Restaurant General Manager

Alternate Contact: _____ / Area Manager

If the complaint involves the reporting contacts, reports may be directed to Leah / HR.

4. What to Include in a Report

- Names of all parties involved
- Any witnesses
- Date, time, and location of the incident(s)
- Description of behaviors, words used, or actions taken
- Any evidence (emails, handwritten notes, photographs, vandalized belongings, etc.)

5. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date _____

Employee Signature	Manager Signature

Date created: 15 september,2025

Annual review date: 15 september,2025

Sample workplace bullying and harassment complaint form

Name and contact information of complainant
Name of alleged bully or bullies

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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Signature	Date
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