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| RECORD OF TOOL BOX TALK | | | |
| Workplace: | | | Date: |
| Name of supervisor or presenter: | | | Time: |
| Persons present | | | |
| Name | Signature | Name | Signature |
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| Topics discussed | | | |
| * Workplace Inclusiveness and Discrimination * Awareness of respect in the workplace. | | | |
| Comments/Feedback | | | |
| Workplaces are more productive and healthier, in an environment free from bullying  and harassment.  The Pickering organisation aims to:   * Create a work environment which is free from discrimination and harassment and where   all members of staff are treated with dignity, courtesy and respect;   * Implement training and awareness raising strategies to ensure that all employees know   their rights and responsibilities;   * Provide an effective complaints procedure based on the principles of natural justice. * Treat all complaints in a sensitive, fair, timely and confidential manner. * Guarantee protection from any victimisation. * Encourage the reporting of behaviour which breaches the discrimination and sexual   harassment policy;   * Promote appropriate standards of conduct at all times.   BE aware that harassment of any type will NOT BE TOLERATED  What are harassment and bullying?  1. **Harassment:** is unwanted conduct affecting the dignity of men and women, any  actions or comments which are viewed as demeaning and unacceptable to the  recipient.  2. **Bullying:** is the deliberate action or behaviour directed towards another person that  has the effect of causing pain and distress to the victim.  3. Bullying or harassment can take many forms; it may be by a one to one situation or  involve groups of people. Whatever the form of harassment, it will be unwanted  behaviour which is unwelcome and unpleasant.  **Q. What examples can you give of bullying or harassing behaviour that you have**  seen or experienced?  Types of Bullying  Bullying takes on many different forms:  • **Physical bullying:** includes any physical contact that would hurt or injure a person.  • **Verbal bullying:** name-calling, making offensive remarks or jokes.  • **Indirect bullying:** includes spreading rumours or stories about someone, telling others  about something that was told to you in private, and excluding others from groups.  • **Social exclusion:** where victims are deliberately excluded from group activity.  • **Intimidation:** where someone is pressured into doing what the bully wants against  what they believe to be right.  • **Cyber-bullying:** this uses e-technology as a means of victimising others. It is the use  of an Internet service or mobile technologies such as “e-mail, chat room discussion  groups, social networking, instant messaging, web pages or SMS (text messaging)”  with the intention of harming another person.  It is bullying...  It is also bullying if you feel hurt because of things said about your ethnic background,  religious faith or beliefs, sex, sexuality, disability, educational needs, appearance or  family issues.  Effects of Bullying and Harassment  On the recipient:  • Low self esteem  • Antisocial behaviour  • Illness – stress / rashes / insomnia  • Reluctance to return to work  • Absenteeism  • Anxiety  • Depression  • Possible suicidal tendencies  At the Workplace:  • Time wasted dealing with negative behaviour and absenteeism  • Possible affect winning future jobs  • Negative reputation  The effects of bullying could give a bad reputation for potential new workers and  future customers.  Be aware that we will take immediate action if bullying or harassment is reported in the workplace. The result may be counselling, warning or dismissal  Q. Do you have any questions for me? | | | |