
 Sullie Grove Co.	<h2>REPORTING BULLYING</h2> <p>What Employees should Expect</p>		HR Contact Details 
	Standard Operating Procedures (SOP)	Last Revision: MMDDYYYY	

Background

Sullie Grove Co. believes that everyone should be treated equally in the workplace. Bullying and harrasing is bad because it inhibits equality amongst employees. Although we strive to educate and prevent bullying, instances may occur. The purpose of this document is to illustrate the reporting process for bullying and harassment to Human Resources (HR).

Please refer to the **Workplace Bullying and Harassment Policy** section in the employee handbook for more details on the expectations this company has regarding bullying and harassment.

Requirements

When approaching HR about a case of bullying or harassment, you will be asked to disclose sensitive details related to the event(s). This may include providing these details:

- In a written statement
- With any documentation you have concerning the event(s)
- In an interview with HR personnel

Though this investigation will proceed discreetly, any named witnesses, participants, or individuals-of-interest are subject to questioning.

False and Malicious Reports

We only ask that employees come forth with reports with honest intentions. Regardless of the outcome, cases that are reported with malicious intent (i.e., purposefully and falsely accusing someone of bullying) are considered bullying.

False accusations that were intentionally made are not tolerated and may result in termination.

Operating Procedure

1 - Coming Forth

Should any instance of bullying or harassment occur, you should consider immediately reporting the incident. It is difficult to suggest a proper time that subjects of bullying should report their cases. However, it is important to consider reporting before your mental and physical health are harmed.

2 - Initiating an Official Report

Our **Workplace Bullying and Harassment** policy indicates three ways individuals can address bullying in the workplace. However, discussing these behaviors with the offender or, in some instances, informing your manager may not result in an official report.

The only process that guarantees an official report is through HR. There, you will have to fill out a form providing details about the bullying/harassment such as:

- The types of bullying (e.g., threats, physical harm, victimising you, etc.)
- Dates and times occurred
- Any witnesses or involved
- Any causes or triggers to the bullying (this may include giving details of your private life to HR)

If you have any documentation related to the bullying/harassment, please bring it along with you, even for the initial report. The more details available, the faster this process will take place.

HR will provide you with details on counseling services (likely through our medical insurance) and any community programs available.

3 - Interviewing The Involved

No matter the state of the initial request, it is likely that there may be witnesses or individuals that are called on for providing statements. Individuals will be asked about:

- Details about the bullying
- Any dates and times
- Any related details

4 - Following a Decision

After an official report is filed, it is published to the HR team to review and assist with. If desired, counseling services are available. If you do not feel comfortable working around or directly with the individual, HR will coordinate with your manager about exercising the **Working from Home** policy.

5 - Disciplinary Action

HR will decide the best course of action to address the bully, if found guilty, based on the **Disciplinary** section in the employee handbook.