

Instances of inappropriate behaviour form

This form is designed to provide an opportunity for you to record details of any behaviour in the workplace you consider inappropriate and may breach the Ethical Behaviour Policy.

Your name and department:

I have worked through the 'Our approach' flowchart

I, or someone else, has raised my concerns with the person (e.g. given them BUILD feedback)

Description of alleged inappropriate behaviours:

Date / time occurred:

Name of the person(s) involved and their relationship to me (e.g. manager, colleague etc.):

The behaviour concerns me because:

How does the behaviour affect me / make me feel:

The outcome I am seeking through this process is:

Signed:

Date:

If you wish to proceed further with these concerns, please take this form with you and discuss with your manager, HR, the Manager, Facilitation and Mediation or someone else from the contact list.

Date / time and name of the person you discussed this with:

- Manager:
- HR:
- Manager, Facilitation and Mediation:
- Other:

Note to reader. This guide is intended as a resource to help us reduce bullying and other inappropriate behaviour in our organisation, and to support people to resolve these situations. It is not our formal policy, which is available separately on the University website, or on request from your manager or HR.